

Transcript Request Form

GENERAL INFORMATION:

All financial obligations to Merrimack College must be met before an official transcript can be released.
Transcripts may not be picked up by a third party unless the student has given written authorization with the request.
A photo ID is required for transcript pickup.

ALL STUDENTS WITH THE EXCEPTIONS LISTED BELOW CAN REQUEST THEIR TRANSCRIPTS AND PAV BY CREDIT CARD BY GOING TO OUR ON-LINE TRANSCRIPT ORDERING PARTNER'S (SCRIP-SAFE) WEB-SITE , iwantmytranscript.com

CURRENTLY ENROLLED MATRICULATED STUDENTS:

Currently enrolled matriculated students may order their transcripts using this transcript request form. There is no fee for printed transcripts for currently enrolled matriculated students. If you require an electronic copy, you must submit your request through Scrip-Safe and pay the required fees.

STUDENTS WHOSE TRANSCRIPTS CANNOT BE ORDERED VIA SCRIP-SAFE, THE ONLINE TRANSCRIPT ORDERING SYSTEM:

Transcripts cannot be ordered through Scrip-Safe for the following categories of student:

Students who attended prior to 1986

Students who completed a program in Education whose transcript requires the endorsement from the Education Department
Bradford College students

If you are in one of those categories, you will need to request your transcript using this request form and will need to send via mail or bring to the Registrar's Office with a check or cash for the \$5.00 fee per transcript. You can also fill out a transcript request form in the Registrar's Office.

WE DO NOT ACCEPT CREDIT CARD/DEBIT CARD PAYMENTS IN OFFICE.

If you are a former student of the Professional Education programs and have earned non-degree credits towards a professional certificate and would like a copy of your transcript, please contact the office of Professional Studies at 978.837.3563 or email professionalstudies@merrimack.edu.

Full Name: _____ **Maiden Name:** _____

ID# or SSN#: _____ **Year of Graduation or last year of attendance:** _____

Street: _____ **Phone Number:** _____

City: _____ **State:** _____ **Zip:** _____

Undergraduate Transcripts Amount Needed _____ I attended Bradford College Amount Needed _____

Graduate Transcripts Amount Needed _____ Student who Attended Prior to 1985 Amount Needed _____

Reasons for Request:

- Graduate/Prof. School Scholarship/Fin.Aid Internship/Co-op Potential Transfer*
- Study Abroad Tuition Reimbursement Employment Other Reason: _____

* If you check potential transfer as the reason will be contacted by the Dean of Student Life and the transcript will be issued upon their release.

I will pick up

Mail to me at the above address

Mail my transcript to the address listed here: _____

Fax my transcript (unofficial) to: _____ Attn.: _____

Signature: _____ **Date:** _____

Mail this request with your \$5.00 fee for each transcript:

Merrimack College, Office of the Registrar, 315 Turnpike Street North Andover MA 01845.

For any rush, same day requests, there is a \$25.00 fee payable by check or cash in addition to the \$5.00 fee.

For internal Use:

Fee received in the amount of: _____ Processed by: _____ Date: _____