



# MERRIMACK COLLEGE

Registrar's Office(A15)  
315 Turnpike Street  
North Andover MA 01845  
Phone: (978)837-5344  
Fax: (978)837-5054  
[Registrar@merrimack.edu](mailto:Registrar@merrimack.edu)

## Transcript Request Form

Hold until Final Grades are posted.

Hold until Degree is posted.

### 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.
- A photo ID is required for transcript pickup.
- For any rush, same day requests, there is a \$25.00 fee payable by check or cash in addition to the \$5.00 per transcript fee.

**ALL STUDENTS WITH THE EXCEPTIONS LISTED BELOW CAN REQUEST THEIR TRANSCRIPTS AND PAY BY CREDIT/DEBIT CARD BY GOING TO OUR ON-LINE TRANSCRIPT ORDERING PARTNER'S (SCRIP-SAFE) WEB-SITE, [iwantmytranscript.com/merrimack](http://iwantmytranscript.com/merrimack)**

**CURRENTLY ENROLLED MATRICULATED STUDENTS:** may order their transcripts using this transcript request form. There is no fee. If you require an electronic copy you must submit your request through Scrip-Safe and pay the required fee.

**STUDENTS WHOSE TRANSCRIPTS CANNOT BE ORDERED VIA OUR ONLINE TRANSCRIPT ORDERING SYSTEM are:**

*\*\*Students who attended prior to 1986. \*\*Students who require an endorsement from the Education Dept. \*\*Bradford College*

If you are in one of those categories, you will need to request your transcript using this request form and will need to send it via mail or come to the Registrar's Office with a check or cash for the \$5.00 fee per transcript and fill out a transcript request form. **WE DO NOT ACCEPT CREDIT/DEBIT CARDS.**

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](mailto:professionalstudies@merrimack.edu).

Full Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 ID# or SSN#: \_\_\_\_\_ Year of Graduation or attendance: \_\_\_\_\_  
 Street \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Undergraduate Transcripts - Amount Needed \_\_\_\_\_  Attended Bradford College - Amount needed: \_\_\_\_\_  
 Graduate Transcripts - Amount Needed \_\_\_\_\_  Attended Prior to 1986 - 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.

Mail to at the above address     I will pick up  
 Mail my transcript to the address listed here: \_\_\_\_\_

Fax my transcript (unofficial) to: \_\_\_\_\_ Attn.: \_\_\_\_\_

Email my unofficial transcript to: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For internal Use: Fee received in the amount of: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_