

MID-CONTINENT UNIVERSITY

Office of the Registrar

Closed School Discharge Transcript Request Form

99 Powell Road East, Mayfield, KY 42066
Phone: (270) 247-8521 / FAX: (270) 856-9216
transcript@midcontinent.edu

Name: _____
 First M.I. Last SSN # (Last 4 Digits)

New Contact Information

County of Residence: _____

Address: _____
 Street City State Zip

Cell Phone: _____ Home: _____ Work: _____ Other: _____

What type of transcript are you requesting?

Did you attend MCU prior to 2001? _____

Official: \$5 _____

Unofficial: \$1 _____ (Paper Copy)

Unofficial by email (free): _____ **Email address:** _____

****REQUIRED:** Program of study at transfer institution: _____

Credit Card Information

Please [CALL](#) to Provide CC # if [Emailing Form](#)

Mail transcript to address below:
Official transcripts mailed to students will be considered UNOFFICIAL if opened!
Name: _____
Attn: _____
Address: _____
City, State, Zip: _____

Visa _____ M-Card _____ Discover _____

Card Number: _____

Expiration Date _____

Security Code _____
(Last 3 Digits on back of card)

Name on Card: _____
(If different from student name)

SIGNATURE: _____ **Date:** _____

*** (We must have your original signature (not typed) to process request.) ***

NOTE:

- * If transcripts are to be sent to more than one address, **please use additional forms.**
- * Transcripts will be put on HOLD if student has a balance at Mid-Continent University.
- * Forms can be faxed, emailed, or mailed (see above).
- * Transcripts cannot be faxed due to FERPA regulations.
- * Your request will be processed in the order that it is received. Thank you for your patience.
- * Transcripts from other high schools or colleges **CANNOT BE RELEASED**, and the **institutions MUST be contacted directly.**

For Office Use Only:

Date Issued _____ Release: Yes ___ No ___ Released by: _____ Enter by: _____ Fee Paid _____