



MARIETTA COLLEGE

Records Office
215 Fifth Street
Marietta, OH 45750

TRANSCRIPT REQUEST

Send Now
Send after grades are posted
Send after degree is posted

Number of official transcripts to be sent to address below:
Amount Enclosed (please see rate schedule below): \$

If paying by credit or debit card, please provide the following information:

Card payment options: Visa, MasterCard, Discover
Account Number, 3 Digit Number on Back of Card, Expiration Date
Cardholder name, address, daytime phone

Student Name: Last, Former/Maiden, First, Middle

Year Last Attended: Daytime Phone:

Social Security #: Date of Birth:

Address: Street, City, State, Zip Code

Mailing Label -- Please Print or Type Clearly.

Include fax number for unofficial transcript requests only. Please complete a separate form for each address.

Mail to: Institution/Company Name, Department, Address 1, Address 2, City, State, Zip

Official transcripts will not be released if the student's financial obligations to the college have not been satisfied.

Requests may be mailed with payment to the above address or faxed to 740-376-4729 if paying by credit/debit card. Standard processing requires 3-5 business days upon receipt in the Records Office. Expedited service (one business day) is available for an additional fee. Official transcripts will be mailed via first class mail. Charges for alternative shipping methods will be applied as listed below. Transcripts released to students will be stamped "Issued to Student" and placed in a sealed envelope bearing the Registrar's signature across the seal.

Please check service(s) requested and note applicable fees.

Unofficial transcript (may be faxed) - No charge
Official transcript, standard processing - \$5.00 per transcript
Expedited service - \$3.00 per transcript
Overnight Delivery, US Delivery - \$20.00
Overnight/Saturday Delivery, US Delivery - \$25.00
Second-day Delivery US delivery - \$15.00
International Delivery, other than first-class mail - Call for rates, (740) 376-4723

Signature: Date

The Family Educational Rights and Privacy Act requires the written consent of the student to release academic records.

For Office Use Only: Date sent / / Initials: