

MARIETTA COLLEGE

Records Office
215 Fifth Street
Marietta, OH 45750
Phone - (740) 376-4723
FAX - (740) 376-4729



TRANSCRIPT REQUEST

_____ Send Now
_____ Send after grades posted
_____ Send after degree posted

Students and alumni who enrolled in 08/1985 or later are encouraged to visit Transcripts on Demand (<https://iwantmytranscript.com/marietta>) to order official transcripts.
****Select electronic delivery for the quickest and most cost effective delivery.****

Amount Enclosed (please see rate schedule below): _____ Check Number: _____

If paying by credit or debit card ((VISA, Master Card, or Discover), please provide:

Card Number _____

CVV Number _____ Expiration Date _____

Cardholder name: _____

Cardholder address: _____

Cardholder daytime phone: _____

Student Name: _____
Last Former/Maiden First Middle

Year Last Attended: _____ Daytime Phone: _____

Social Security or MC ID #: _____ Date of Birth: _____

Address: _____
Street City State Zip Code

Send To - Please Print or Type Clearly.

****Overnight/Second-day/International Deliveries cannot be sent to P.O. Box***

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

Official transcripts will not be released if the student's financial obligations to the college have not been satisfied. Transcripts released to students will be stamped "Issued to Student" and placed in a sealed envelope bearing the Registrar's signature across the seal. **Failure to complete the form in its entirety may result in delays in processing.**

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

- _____ Unofficial transcript - No Charge (may be faxed)
- _____ Official Transcripts - \$10.00 per transcript (Processing 3-5 business days upon receipt)
- _____ Expedited Transcript -\$15.00 per transcript (Processed within one business day-sent standard mail)
- _____ *Overnight Delivery - \$15.00 per transcript + \$30.00 shipping fee per address
- _____ *Second-day Delivery - \$15.00 per transcript + \$25.00 shipping fee per address
- _____ International Delivery, FedEx air - Applicable transcript fee + \$60.00 shipping fee per address

Signature _____ Date _____

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

For Office Use Only: Date Sent: _____ Initials: _____