



TRANSCRIPT REQUEST FORM (OFFICIAL COPY)

You can use this form as a convenient way to obtain the required transcripts from the undergraduate and graduate schools you have attended.

CMU must have one official transcript form each of those institutions to complete your admission to the university.

Be sure to check with the schools to find out the fee they charge for official transcripts, and include that fee when you send your request form to the registrar's office at each school Remember to sign your name on the request and include your student ID number or Social Security number and the appropriate fee or the institution will not be able to process your request.

Registrar, please send transcript(s) to:

Central Michigan University
College of Graduate Studies
Foust Hall 100
Mount Pleasant, MI 48859

Name (Former Name)

Address

Student ID # or Social Security #

Phone # Date of Birth

Graduated Yes No Date

Degree

Check or Money Order enclosed for \$

Signature Date