TRANSCRIPT REQUEST

MARLBORO COLLEGE
Tel: (802)251-7609
Fax:(802)257-4154

Send this request to:
Registrar's Office
Marlboro College
PO Box A
Marlboro, VT 05344
www.marlboro.edu
registrar@marlboro.edu

IMPORTANT: Federal law requires the student's signature and dated request for release of transcripts to a third party. We require 5 business days' notice for processing. Please check our website for further information, especially if you choose to fax your request.

(Former) Student Name: _____

Other (maiden?) Name: _____

(Former) Student Signature: _____

Date of request: _____

O **Hold** for completion of current semester grades

or

O Send an official copy of my record **now** to the following address(es):
(You may use the reverse or attach more addresses if necessary)

Include complete address with zip code, deadline date if applicable, and number of copies if more than one.

There is a $5.00 fee for each official transcript released; *there is no charge for an unofficial transcript. Please enclose check or money order payable to Marlboro College; do not send cash through the mail.* **PLEASE NOTE**: We must receive clearance from Student Accounts to release your transcript. Permission is granted only if your accounts are clear (i.e., if your college bills are paid, library books returned, and you are staying up-to-date with your NDSL or Perkins loan, if you have one). *Your request and check will be returned to you unprocessed* if your account is not cleared. If you are unsure about your status, please contact Student Accounts at (802) 258-9241.

[_____]# of official transcripts   amount enclosed/received $_____

[_____]# of unofficial transcripts

If you are making a request in person,
please pay amount due directly to the Student Accounts Office.

Transcript request.doc