TRANSCRIPT REQUEST FORM

MISSISSIPPI COLLEGE SCHOOL OF LAW
151 East Griffith Street
Jackson, MS 39201
FAX 601-925-7115
E-mail address: burnett@mc.edu

Date of Request_____

Signature _____

_____
Print all names under which your records might appear.

Are you currently enrolled at MC____? Were you enrolled prior to 1993___?

Social Security No. _____ (if attended prior to August 2007)

MC ID No. 700 ___ ___ ___ ___ ___ ___ (if attended after August 2007)

Requestor's contact information:

Address:_____

_____

Phone: _____

E-mail: _____

Send Transcript to:

_____

_____

_____

_____
(Please print plainly)

☐ Number of copies to this address

☐ Hold for current semester grades

☐ Hold until degree is posted

☐ Send immediately

(check applicable block)

Transcript Fees:

No charge:

☐ **to current law students**

☐ **MC Law graduates who are donors to the current Annual Fund (June 2012 to May 2013)**

All other requests (payable only by cash, check or money order)

☐ **$10.00 per transcript**

For Requests for FAXED transcript:*

_____
Recipient's FAX Number

*It is your responsibility to assure that a FAXED copy of your transcript is acceptable with the Recipient.

NOTE: If your record has been encumbered by financial indebtedness to Mississippi College, no transcript will be issued until the obligation has been cleared. Transcripts from other colleges or universities which have been sent to this office for our files may not be copied and must be obtained directly from those schools.

Student records are confidential and, in accordance with the Privacy Act of 1974 as amended, transcripts are issued only upon a written request of the student.

Total Due _____ Date Transcript Sent_____

Amount Received_____ Transcript Processed By_____

To order a transcript online and pay by credit card, go to www.iwantmytranscript.com. A convenience fee is charged in addition to the cost of the transcript.

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