



Office of the Registrar  
1400 Coleman Ave • Macon, GA 31207- 0001  
Phone (478) 301-2494 • Fax (478) 301 - 2455

Normal Processing is Free  
Special Processing Fee(s)  
' Fax: \$5:00 ' Immediate/same day \$10.00  
' Overnight Fed/Ex: \$25.00  
Amount Paid:\$ \_\_\_\_\_

TRANSCRIPT REQUEST FORM

Complete a separate form for each different official transcript destination.

Name: \_\_\_\_\_  
last first middle maiden

Student's \_\_\_\_\_  
Current \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_  
ID#: \_\_\_\_\_  
Phone: \_\_\_\_\_

If you were registered under **another name** at Mercer, please complete:

Previous Names: \_\_\_\_\_  
last first middle maiden/married

If you are not currently enrolled, please indicate dates or terms of attendance: \_\_\_\_\_

If you attended **Tift College, Forsyth GA** please indicate dates or terms of attendance: \_\_\_\_\_

Normal Mailing or Pick up

**No Charge** for requested transcripts allowing at least two working days for processing and one week at the beginning and end of the term.

- ' Please issue now by normal processing.
- ' Please issue these transcripts **after grades** for the current term have been posted.
- ' Please issue these transcripts **after my degree** has been posted. I will finish degree/certification requirements (date/term) \_\_\_\_\_.

Special Processing

Please issue as indicated below. (Check all that you require. **Each added service requires an additional fee. Make check payable to Mercer University**)

- ' Same day service \$10.00 each
- ' Send by Fax (unofficial) \$ 5.00
- ' Overnight Fed/Ex \$25.00

**Total Cost**

to FAX # \_\_\_\_\_  
Attention \_\_\_\_\_

I am requesting(number) \_\_\_\_\_ **Student** copies of my transcript to be sent to above address.

I am requesting(number) \_\_\_\_\_ **Official** copies of my transcript to be sent to:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

' I will pick up: \_\_\_\_\_  
date/time

**Note:** It is student's responsibility to furnish correct and complete addresses.

\_\_\_\_\_  
**SIGNATURE REQUIRED**

\_\_\_\_\_  
Date