

# Stetson School of Business and Economics

## ■ Mercer University Cecil B. Day Graduate and Professional Campus Atlanta, Georgia

### Transcript Request Form

#### To the applicant:

Please complete this form and use it to request two (2) official transcripts from all colleges/universities you have attended. Photocopy this form as needed. The institution will return transcripts to you in an official institutional envelope. Transcript envelopes should be included unopened with your other required application documents.

*Please note:* Many institutions charge a fee for transcripts. Check your institution's transcript policy in advance.

#### Please print or type

Applicant's Name \_\_\_\_\_  
*Last First Middle/Maiden*

Mailing address \_\_\_\_\_

College/University \_\_\_\_\_

Social Security number or student identification number \_\_\_\_\_

Dates in attendance \_\_\_\_\_ Degree and year \_\_\_\_\_

I authorize the release of two official transcripts of my academic record to the Stetson School of Business and Economics, Mercer University, Atlanta

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### To the Registrar:

The individual named above is applying to the Stetson School of Business and Economics at Mercer University and requests that two (2) official transcripts be released to us. Please enclose this form with the transcripts in your envelope. Seal the envelope, sign across the seal, and return the sealed envelope to the applicant so it can be included with his or her application. If your institution has a policy that prohibits the release of transcripts directly to students, please send the transcripts to Office of Admissions, Stetson School of Business and Economics, Mercer University, 3001 Mercer University Drive, Atlanta, GA 30341. Thank you.