## TRANSCRIPT REQUEST

(From "Other Schools to be sent to MCC)



INSTRUCTIONS: Most colleges and universities require payment and a written request from the student with identifying information before they are able to send transcripts. Some institutions allow students to request transcripts electronically if the student signs into their online account. If not, student should contact the Registrar or Records Office of their former college or university to inquire about applicable fees, payment methods, or any other requirements to obtain transcripts from that institution. Student should also obtain FAX number or mailing address of the institution and office to which the request is to be sent.

| I am requesting transcripts f                   | rom:   |       |
|---|--|-------|
| Ple   | ease send my offical transcripts to:   |       |
|   | Morgan Community College<br>Records Office<br>920 Barlow Road<br>Fort Morgan, CO 80701 |       |
| Student Name:                                   |  |       |
| Any Previous Name(s) Used                       | at Your Institution:   |       |
| Student ID Used at Your Inst                    | titution:  |       |
| Last 4 digits of SSN if required: Date of Birth |  |       |
| I attended your institution fi                  | rom to   |       |
| Enclosed is payment of \$                       |  | _     |
| Student Signature:                              |  | Date: |
| Notes:  |  |       |

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