

Request for Academic Transcript(s)

Please Note:

- (1) You are allowed three copies of your transcript per day. There is a \$2.00 fee for each additional transcript.
- (2) **Electronic delivery** through eScripSafe is **mandatory** for all transcript requests. If you have extenuating circumstances requiring a hard copy transcript, please ask to speak with the person who processes transcripts. Exceptions are limited.
- (3) If you attended McNeese prior to the Spring of 1985, electronic delivery is not currently available. (Fax, U.S. Postal Service, or pick up are the only options). Please include your Dates of Attendance below.
- (4) Your official transcript will not be issued if you are indebted to the university or in default or overpayment status on a federal loan or grant.
- (5) Your transcript will usually be issued within three business days from the date the request is received provided no indebtedness exists. Allow up to 2 days of additional processing time at the beginning and end of each term.
- (6) Your transcript is released only with a **completed, signed request** from you. A mailed, faxed, or emailed request must be accompanied with a **copy of your picture ID**.

Student's Current Information:

Name:	SSN*/McNeese ID #:		
List any other names attended under:	Date of Birth:		
Mailing Address:	City:	State:	Zip:
Daytime Phone:	E-mail Address:		
Dates of Attendance: From:	To:		

Transcript and Recipient Information:

Select one: Release transcript now Hold for final grades and/or posting of degree Hold for grade change

Please send transcript **electronically** to [Institution or Individual name and e-mail address (if not an eScripSafe school)]:

Name: _____ E-mail Address: _____

Special Instructions/Requests: _____

I authorize McNeese State University to release my academic transcript as indicated above.

Signature: _____

Date: _____

For Office Use Only

ID? Y__ N__

Checked

Holds? Y__ N__

*The Social Security Number (SSN) you provide for enrollment purposes, or when requesting specific services, is used by McNeese State University to verify your identity for official record keeping and reporting. Your SSN is stored in a central student information system; however, your McNeese ID number is the primary identifier, not your SSN, within the student information system. If you choose not to supply your SSN, certain services, such as transcripts, enrollment verification, tax reporting, financial aid, etc. may not be available to you.