

Request for Printed Academic Transcript

Please Note:

- (1) If you began attending in 1985 or later, request for electronic or printed transcripts must be submitted through the National Student Clearinghouse (www.studentclearinghouse.org).
- (2) If you attended McNeese prior to the Spring of 1985, electronic delivery is not available. (U.S. Postal Service, or pick up are the only options). Please include your Dates of Attendance below.
- (3) Your official transcript will not be issued if you have a transcript hold (i.e. for indebtedness to the university, default or overpayment status on a federal loan or grant, etc.).
- (4) Your transcript will usually be issued within five business days from the date the request is received provided no hold exists. Allow up to three days of additional processing time at the beginning and end of each term.
- (5) 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:	

Recipient Information (must be completed on all requests):

Hold for pick up by: _____

Mail transcript to: _____

Mailing Address: _____

- Mail is only available on this form for students who began attending prior to Spring 1985.
- Request forms from students who did not attend prior to 1985 who select mail will not be processed. Electronic and mail delivery for students who began attending after 1985 is only available through National Student Clearinghouse.

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

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

Student 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.