

TRANSCRIPT REQUEST FORM



The cost of a transcript is \$5.00 to be mailed, \$7.00 to pick-up the same day, \$10.00 to fax with a follow-up mailing. Requests received at the beginning or near the end of the semester may take longer to process.

PLEASE PRINT:

STUDENT NAME _____
Last First MI

OTHER LAST NAMES USED WHILE ENROLLED: _____

LAST FOUR DIGITS OF SSN _____ MCTC STUDENT ID _____

STUDENT ADDRESS: _____

STUDENT PHONE NUMBER: _____

Are you a MCTC graduate? _____ Yes--Year Graduated _____ No

Did you attend MCTC before Summer 2000? _____

Please check one:

_____ Mail my transcript* _____ I will pick up my transcript _____ Same Day Pickup*

(*TRANSCRIPTS TO BE PICKED UP BY, OR MAILED TO, THE STUDENT WILL BE STAMPED: "ISSUED TO STUDENT")

Please check one:

_____ Send Now _____ Hold for current semester's grades _____ Hold for Degree

Number of copies requested _____

Mail transcript to: _____

Student's Signature _____ Date: _____

FOR RECORDS OFFICE USE ONLY: AMOUNT PAID: _____ DATE RECEIVED: _____

DATE PROCESSED: _____ PROCESSED BY: _____

Licking Valley Campus
319 Webster Avenue
Cynthiana, KY 41031
859-234-8626

Maysville Campus
1755 US 68
Maysville, KY 41056
606-759-7141

Montgomery Campus
201 Calk Avenue
Mt. Sterling, KY 40353
859-499-6282

Rowan Campus
400 Rocky Adkins Tech Dr.
Morehead, KY 40351
606-783-1538