



# Transcript Request

## *How to Request a Transcript*

1. By federal law, requests for transcripts must be in writing - telephone requests are not accepted.
2. Requests must be signed.
3. Provide full name at time of attendance and social security number.
4. Transcript request can be mailed, faxed or attached to emails.
5. Transcript fee can be paid by check, money order or credit card. Make checks payable to Midway University.
6. Processing normally takes 3 working days to clear through the Business Office. During peak times (Registration and Graduation), the time could be slightly longer.
7. When mailing a transcript request, please send it along with payment to: Office of the Registrar, Midway University, 512 E. Stephens St., Midway, KY 40347.

Social Security No.: \_\_\_\_\_ Attendance Date: \_\_\_\_\_ to \_\_\_\_\_

STUDENT'S NAME & ADDRESS		
Last	First	Middle/Maiden
Street		
City	State	Zip

SEND TRANSCRIPT TO:		
Name		
Street		
City	State	Zip

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

Date order completed \_\_\_\_\_ by \_\_\_\_\_ Registrar's Office

**In accord with Federal Law and KRS 146.283, records cannot be released without the written consent of the student.**

TRANSCRIPT REQUESTS CAN ONLY BE HONORED ON MIDWAY UNIVERSITY COURSEWORK.

The official academic record is the property of the university and the university reserves the right to withhold the release of a transcript of that record if a student/ former student has an obligation to the university.

Enrollment:

Undergraduate Level

Graduate Level

Reason for Transcript Request:

Plan to Transfer

Employment

Course Level:

Currently Enrolled

Previously Enrolled

Graduate School

Other \_\_\_\_\_

Send Transcript:

Now  After current semester/term grades only

Mailed (\$10 fee)  Walk in/Carry out (\$15 fee)

Account clear by \_\_\_\_\_ Bus. Office

Account delinquent by \_\_\_\_\_ Bus. Office