Important Information—Please read before submitting your transcript request

- **Release Academic Records**
  - Penned signature of the student is required to release academic records.

- **One Business Week Processing**—Official transcript(s) sent within one business week from the date the request is received.

- **Same-Day Processing**—Requests received by 10 a.m. on a regular business day are processed within 24 business hours.

- **Processing Fees**
  - Up to 3 USPS mailed transcripts free per week—additional copies $2.00 each.*
  - Same-day printed or electronic transcripts $7.00 each.*
  - One business week electronic transcripts $2.50 each.*

*An additional, non-refundable processing charge will apply for credit/debit card transactions.

---

Please mail, fax or scan completed request form to Office of the Registrar:

Mail: Messiah College  
Office of the Registrar—Graduate Studies  
One College Avenue Suite 3040  
Mechanicsburg, PA 17055

Fax: 877.790.4867

Email: gradregistrar@messiah.edu

Questions: Call 717.796.1800 ext. 2114
STUDENT INFORMATION

Current Full Name (printed):________________________________________ Semester Last Attended:______________________________

Attended as Name: _______________________________________________ Student ID Number or last four digits of SSN: _____________

Current Address: ________________________________________________ Date of Birth:______________________________

City: ___________________________________________________________ Email Address:______________________________

State/Zip: __________________________________________________________ Daytime Phone Number: _______________________

Signature: ______________________________________________________ Date: ________________________________________

To comply with Federal regulations governing the privacy of educational records, Messiah College requires the signature of the student to release record. Penned signature required to process request.

MAIL OFFICIAL TRANSCRIPT(S) TO:

Mailed Transcript 1
No. of Copies: _____
Company/Name: ________________________________________________
Address Line 1: ________________________________________________
Address Line 2: ________________________________________________
Address Line 3: ________________________________________________
City/State/Zip: ________________________________________________

Mailed Transcript 2
No. of Copies: _____
Company/Name: ________________________________________________
Address Line 1: ________________________________________________
Address Line 2: ________________________________________________
Address Line 3: ________________________________________________
City/State/Zip: ________________________________________________

Choose one of the following:
○ One Business Week processing (up to 3 copies free per week) + _____ additional copies at $2 each
OR
○ Same-Day processing ($7 per copy) request by 10 a.m. ET
OR
○ Same-Day processing with overnight delivery within U.S. ($25 per copy) request by 10 a.m. ET

Choose one of the following:

Choose one of the following:

METHOD OF PAYMENT

Choose one of the following:
○ Check is enclosed in amount of:
○ Credit Card Payment (will redirect to CashNet- a secure payment server)
An additional, non-refundable processing charge will apply for credit/debit card transactions.

SPECIAL PROCESSING REQUEST (OPTIONAL)

Signed/completed request form AND payment are required. Financial obligations to the College must be satisfied before transcripts can be released.

○ Send transcript(s) after current semester grades are posted
○ Send transcript(s) after degree is posted