



Official Transcript Request Form
Messiah University | Office of the Registrar
One University Avenue, Suite 3007
Mechanicsburg, PA 17055
Phone: 717.691.6074
Email: transcripts@messiah.edu

(Please type in the fields below)

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 (Month/Year):
City: Email Address:
State/Zip: Daytime Phone Number:

Signature: Date:

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

TYPE OF TRANSCRIPT(S) REQUESTED (select all that apply):

- Messiah University Undergraduate Studies
Messiah University Graduate Studies
Oregon Extension
Daystar University
IBI (International Business Institute)

\*MAIL OFFICIAL TRANSCRIPT(S) TO:

Paper Transcript 1

Company/Name:
Address Line 1:
Address Line 2:
Address Line 3:
City/State/Zip:

Paper Transcript 3

Company Name:
Address Line 1:
Address Line 2:
Address Line 3:
City/State/Zip:

Paper Transcript 2

Company/Name:
Address Line 1:
Address Line 2:
Address Line 3:
City/State/Zip:

\*Official transcripts sent within one business week from the date the request is received.

SUBMIT TRANSCRIPT REQUEST FORM:

Mail signed request form to:

Messiah University
Office of the Registrar
One University Avenue, Suite 3007
Mechanicsburg, PA 17055

OR

Print, sign, scan and upload request form:

Please visit our website here for instructions to upload your request form.

SPECIAL PROCESSING REQUEST (OPTIONAL):

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