

TRANSCRIPT REQUEST

Requests may be submitted by postal mail, in-person (photo ID required) or email to Registrar@massbay.edu. Transcript requests are free of charge. Expedited requests made in-person and on the spot requires a \$10.00 fee by cash or debit/credit card, for each copy of official-transcript. Transcripts picked up or requested by a person other than the student themselves will require a written and signed permission letter from the student, in addition to a photo ID.

Unfortunately, we are unable to email or fax official/unofficial transcripts.

PLEASE PRINT CLEARLY

1. MassBay 7-digit student ID number: _____
OR
Social Security Number (optional): _____
2. Date of Birth: _____
3. Current Full Name: _____
4. Previous/ Maiden/ or Other Name Used: _____
5. Street Address: _____
City / State / Zip code: _____
 Check if new address
6. Cell Phone: _____
7. E-mail Address: _____
8. Approximate Dates of Attendance: From: _____ To: _____
9. Date or Year Graduated at MassBay: _____
10. Official Transcript **Number of Copies Requested** _____
 Unofficial Transcript **Number of Copies Requested** _____

FOR OFFICIAL USE ONLY

Date received in office:

Date completed:

Processed by:

Mail Transcripts To (please provide full recipient name/address in the space below):

Name: _____

Address Line-1: _____

Address Line-2: _____

City / State / Zip code: _____

11. Student Signature: _____ Date: _____

Transcript requests will not be processed if there is a 'HOLD' placed on the student's record. **Transcripts are only processed/issued at the written and signed request of the student, or a request made through Bay Navigator.**