



*Office of Records and Registration*  
**Official Transcript Request Form**

**Complete this form and send or fax to:**

Mott Community College  
 1401 E. Court St.  
 Records and Registration  
 Flint, MI 48503  
 Fax: (810) 762-5105

**Transcript Fee:**

Official transcripts will not be released until all financial obligations are cleared. Normal processing time is 3 to 5 business days.

Student Information & Authorization		
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip
Home Phone	Alt Phone	
Student ID	Last 3 of Social Security	
All Previous Names Used	Date of Birth	
<b>Student Signature</b>		<b>Date</b>

Special Instructions
<input type="checkbox"/> Official transcript sent directly to institution or business.
<input type="checkbox"/> Official transcript sent directly to student. *See Note
<input type="checkbox"/> Hold for final grade(s).
<input type="checkbox"/> Hold for grade change. Course _____
<input type="checkbox"/> Check for <b>MACRAO</b> eligibility
<input type="checkbox"/> Other instructions:

Send Transcript to:
Institution Name
Attention
Complete Address
<b>Number of Transcripts Requested:</b>

\* Orders with incomplete information or abbreviated addresses will **NOT** be processed. Transcripts sent directly to student may be considered unofficial by receiving institution.

***OFFICE USE ONLY***			
No Hold-Release Transcript	Hold- Financial Obligation	Initials	Date Received