

**OFFICIAL TRANSCRIPT REQUEST**

Mail or Fax to:  
Minnesota State University, Mankato  
Office of the Registrar  
132 Wigley Administration Center  
Mankato, MN 56001  
Phone: (507) 389-5250; Fax: (507) 389-5719

Date \_\_\_\_\_

Need to provide either: Tech ID # \_\_\_\_\_ or Social Security # \_\_\_\_\_

MSU uses social security numbers for student identification purposes on student records. Providing this information is voluntary. This data is requested for purposes of administration.

Current Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

If you need your official transcript to reflect your current name, a copy of your legal documentation for the name change must be included with this form. Legal documentation can be either a marriage certificate, divorce decree, or driver's license. Without this documentation, you will receive an official transcript with the name that is currently in our records.

Other names you may have used \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (daytime) \_\_\_\_\_

E-mail address \_\_\_\_\_ Birth Date \_\_\_\_\_

We will use your e-mail address to notify you if your transcript is mailed to an address other than your own.

Are you currently enrolled? \_\_\_\_\_ Dates of attendance: \_\_\_\_\_

Would you like us to wait to send your transcript(s) until the following is on your transcript:

\_\_\_\_\_ Grades of \_\_\_\_\_ semester. (either fall, spring or summer)  
Yes or No Grades do not appear on transcripts until approximately 8-10 days after the last day of the semester.

\_\_\_\_\_ Degree that you will earn \_\_\_\_\_ semester. (either fall, spring or summer)  
Yes or No Degrees do not appear on transcripts until approximately 4 weeks after the last day of the semester of graduation.

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**Official Transcripts cost \$5.00 for each transcript.**

<u>Where to send transcript(s):</u>	<u>No. of Copies</u>	<u>Method of Payment:</u>
Pickup at the Campus Hub, SU 117	_____	Amount Paid: Cash \$ _____
Mail to student at above address	_____	Check \$ _____
Mail to the following name & address: _____		We accept Visa, MasterCard or Discover credit cards.
_____		Amount charged to Credit Card \$ _____
_____		Credit Card Type _____
_____		Credit Card Number _____ - _____ - _____
_____		Credit Card Expiration Date _____

Official transcripts must be sent by U.S. mail. Normal processing time is one week. All holds must be cleared before an official transcript is issued. To clear financial holds, contact the Campus Hub, SU 117, (507) 389-1866, or [campushub@mnsu.edu](mailto:campushub@mnsu.edu).

Signature \_\_\_\_\_

Your signature is required before we can process your request.