



OFFICIAL TRANSCRIPT REQUEST

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

If you attended our institution after 1974 and you need an official transcript sent to a Minnesota State College or University, http://www.mnscu.edu/collegesearch/index.php/institution, that institution will be able to pull your transcript through the MnSCU system free of charge. Please contact that institution directly for further information. If you attended our institution before 1975 or need an official Minnesota State University, Mankato, transcript sent to any of the University of Minnesota campuses or any other school, please complete this form.

Date _____

Need to provide either: Tech ID # _____ or Social Security # _____

Minnesota State Mankato 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. Documentation must reflect current last name. 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 _____ Zip Code _____

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.

Official Transcripts cost \$5.00 for each transcript.

Table with 3 columns: Where to send transcript(s), No. of Copies, Method of Payment. Includes options for pickup, mail to student, and mail to a specific address with payment details for credit cards.

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.

Signature _____

Your signature is required before we can process your request.