



# TRANSCRIPT REQUEST FORM

MADONNA UNIVERSITY  
OFFICE OF THE REGISTRAR  
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(734)432-5400 • Fax: (734)432-5405 • registrar@madonna.edu

Visit our website at [www.madonna.edu/transcripts](http://www.madonna.edu/transcripts).

Transcripts, including official electronic copies, can be ordered online at a reduced price.

Official electronic copies are only available through the online ordering system.

Replacement diplomas and certificates are also available through the online ordering system.

## IDENTIFYING INFORMATION

Student ID Number OR Social Security Number

Birth Date (mm/dd/yy)

Last Name First Middle

Former Name(s) (If Applicable)

Current Street Address

If not currently enrolled, last semester attended

City State Zip

Telephone Number

## SPECIAL INSTRUCTIONS FOR TRANSCRIPTS (Check boxes that apply)

HELD - Until Current Semester Grades are Posted

HELD - Until Certificate or Degree is Posted

ATTACH - include the attached form Only for forms for licensure indicating they must be included with transcripts

(Allow 1 - 2 Weeks after semester ends)

(Allow 2 - 4 Weeks after semester ends)

(Signature indicates permission to attach)

## TRANSCRIPT(S) to be Sent

#  Mailed to: Name: \_\_\_\_\_  
(Domestic Only) Address: \_\_\_\_\_

#  Mailed to student at above address (student copy - domestic mail only)\*

#  Faxed to\*: Name: \_\_\_\_\_  
Fax #: \_\_\_\_\_

#  Picked Up\*: To be picked up by (if other than student)\*\*: \_\_\_\_\_  
(student copy, 2-3 Days) \*\*My signature on this form indicates that I give my permission for the person named above to pick up this requested transcript.

\* Please confirm that the business/institution to whom you are sending a transcript will accept it in the manner you are sending. Many institutions will not accept faxed or student delivered copies as official. You are responsible for re-ordering additional copies.

## PAYMENT (Check boxes that apply) \*\*\*Pick-up or domestic US Postal Service mail only; reduced prices and international/express mailing services are available through our online service.

To pay online, use your MY Portal account or go to [www.madonna.edu](http://www.madonna.edu), click on 'Parents/Family' in the right column, select your method of payment (credit card or e-check) and follow the prompts.

Method of Payment: **Mailed** - check or online payment; **In-person** - cash, check, debit card or online payment; **Faxed** - online payment

# \_\_\_\_\_ Transcripts @ \$10.00 each

Total Amount Due: \_\_\_\_\_

Check or online payment receipt #: \_\_\_\_\_

## SIGNATURE REQUIRED: In accordance with FERPA\*, Transcripts can be released only upon written authorization by student.

X \_\_\_\_\_  
Student signature authorizing issuance of transcripts/diploma/certs and permissions as noted

\_\_\_\_\_ Date

\* FERPA: Family Educational Rights and Privacy Act of 1974

## FOR OFFICE USE ONLY

Student Accounts Office

Office of the Registrar

Approved by: \_\_\_\_\_

Processed/Recorded by: \_\_\_\_\_