



MURRAY STATE COLLEGE OFFICIAL TRANSCRIPT REQUEST

To request an official Murray State College transcript, complete this form and fax, email or mail:

Registrar's Office; 1 Murray Campus, Tishomingo, OK; 580-387-7230; Registrar Fax 580-387-7239

Registrar Email: registrar@mscok.edu

Transcripts are released in accordance with FERPA (Privacy Act) guidelines.

*Photo ID required for each request submitted.

*Transcripts are not issued unless all obligations to MSC are clear.

Number of Official Requested (limit of 5 per semester): _____ Pick Up Mail Fax

If requesting more than 1 transcript, indicate if transcripts should be sealed individually. Yes No

STUDENT INFORMATION

Name: _____
Last First M.I.

SSN: _____ - _____ - _____ Date of Birth: _____

List **ALL** Previous Names used: _____

Day-time Phone: _____ Last Date(s) of Attendance: _____

MAIL TO

Address 1

Name or Institution _____

Address _____
Street, Route or Box Number City State Zip

Address 2

Name or Institution _____

Address _____
Street, Route or Box Number City State Zip

FAX TO (UNOFFICIAL)

Company _____ Attention _____

Fax Number (____) _____ - _____ Contact Number (____) _____ - _____

RELEASE OF TRANSCRIPT

I authorize the below individual to pick up my official transcript from the Murray State College Registrar's Office. Authorized person is required to produce a valid federal or state ID. I understand my official transcript will be placed in a sealed envelope and tampering with the sealed envelope will result in an invalid transcript.

Name of authorized person: _____
Last First M.I.

SIGNATURES (PLEASE SIGN BELOW)

Transcripts will be processed within 48 working hours of receipt in the Registrar's Office. Transcripts with attendance dates prior to 1994 are located in the vault and are not subject to the 48 hour processing time. Transcript request is only valid 45 days from date of signature.

Transcript to be sent: Now End of Semester After Degree is Posted

Signature of Student Date

FOR OFFICIAL USE ONLY

Date Received: _____ Hold Letter Sent: _____ Completed by: _____