



Alumni & Former Student Transcript Request Form

Instructions/Information:

- Fill this form out completely
- Your Student ID may have been your SSN, if so, only submit the last four digits
- Official transcripts issued to the student will be stamped "Issued to Student," and may not be considered official
- Cost: \$6.00 per official transcript; Express Mail is an additional \$30.00 fee
- Transcript will not be released if there is an outstanding financial obligation to MiSPP
- MiSPP does not send transcripts by fax or email due to security and privacy considerations

Student Name: _____

Student ID or SSN (last 4 digits): _____ Former Name: _____

Current Address: _____

Daytime phone: _____ Email: _____

Degree(s) earned: _____ Year degree earned: _____

Transcript Instructions:

No. of Unofficial Transcripts _____ No. of Official Transcripts _____ (x \$6.00)

Regular Mail _____ or Express Mail _____ (x \$30.00) Total \$ _____
(3-5 business days) (Overnight)

Method of Payment:

Check _____

Transcript Mailing Address:

In accordance with the Family Educational Rights to Privacy Act of 1974, transcripts can be released only upon written authorization of the student. I hereby authorize the Michigan School of Professional Psychology to release the transcript of my academic record.

Signature _____ **Date** _____

FOR OFFICE USE:

Date Received _____ Date Processed: _____