



**KELLOGG**  
COMMUNITY COLLEGE

**Office of the Registrar**

450 North Avenue • Battle Creek, MI 49017-3397  
(269) 965-4129 • www.kellogg.edu/registrar  
Fax (269) 565-2048

- Transcripts of a student's record are furnished only after all financial obligations to the College have been met.
- There is a \$3 charge per copy.

# TRANSCRIPT REQUEST

### FOR OFFICE USE ONLY

<input type="checkbox"/> ACCOUNT CLEAR, transcript has been sent.	TRANSCRIPT FEES
Sent by _____	Charge \$ _____
Date _____	Paid \$ _____
<input type="checkbox"/> ACCOUNT OUTSTANDING, information concerning your account is available at the Customer Service Center on the Battle Creek campus, or by calling (269) 965-4129.	Refund \$ _____

**NAME and ADDRESS**

\_\_\_\_\_  
 First Middle Initial Last

\_\_\_\_\_  
 Street

\_\_\_\_\_  
 City State Zip Code

**KCC ID or SOCIAL SECURITY NUMBER**

\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

**OTHER LAST NAMES**

\_\_\_\_\_

\_\_\_\_\_  
Your Signature Date

- I WOULD LIKE AN AUDIT FOR MACRAO
- The MACRAO agreement provides transferability of up to 30 credit hours to meet many of the general education requirements at participating Michigan four-year colleges and universities.

**PRINT NAME and ADDRESS WHERE YOU WANT YOUR TRANSCRIPT SENT.**

\_\_\_\_\_  
To Name or Office

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

**WHEN DO YOU WANT THIS TRANSCRIPT?**

- Immediately
- After Grades for this Semester are Posted
- After Certificate/Degree is Posted  
*(Posting of degrees/certificates occurs after the semester ends)*