



**Records and Registration**  
 450 North Avenue • Battle Creek, MI • 49017-3397  
 www.kellogg.edu/registrar

# TRANSCRIPT REQUEST FORM

FAX (269) 565-2048 • PHONE (269) 965-4129

**Don't Forget!** Have your College/University send your transcript back to KCC for review of an Associate Degree! It's called Credit When It's Due and it's free! For more details ask us at regoffice@kellogg.edu or 269-965-5522.

## Personal Information

_____		_____	
<b>KCC ID or SSN</b>		<b>Date of Birth</b>	
_____			
<b>NAME</b>	First	Middle Initial	Last
_____			
<b>ADDRESS</b> Street			
_____			
City	State	Zip Code	
_____		_____	
<b>Daytime Phone Number</b> ( _____ ) _____		<b>Previous Names</b> _____	

## Mailing Instructions KCC transcript are sent directly to the address as provided by the student.

<b>SEND TO</b>	_____		
	Attention/Name		
	_____		
	Institution/Business		
	_____		
	Street		
	_____		
	City	State	Zip Code

## Send Transcript

<input type="checkbox"/> After Grades are posted for the Current Semester of _____ <input type="checkbox"/> After Certificate/Degree is Posted (posting of degrees/certificates occurs after the semester ends) <input type="checkbox"/> Immediately
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## MTA Stamp

<input type="checkbox"/> Include the MTA Stamp  The MTA agreement provides transferability of up to 30 credit hours to meet many of the general education requirements <b>at participating Michigan four-year colleges and universities.</b>  <i>(Once MTA is posted to your record you do not need to request again)</i>
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Signature _____ Date _____
<i>Federal law (FERPA) of 1974 requires the student signature for transcripts. All holds must be cleared before submitting a transcript request.</i>

## For Office Use

<input type="checkbox"/> No Holds <input type="checkbox"/> Issued to Student <input type="checkbox"/> Paid            Total \$ _____            Staff Initials: _____
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- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Transcripts cost \$5 each.</li> <li>• Academic records will not be faxed.</li> </ul> | <ul style="list-style-type: none"> <li>• Submit with payment to Records and Registration office. Phone orders not accepted.</li> <li>• Normal transcript processing time is 3-5 business days upon request.</li> <li>• <a href="http://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00227600">www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00227600</a></li> </ul> |
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<b>You can pay with Cash, Check, Money Order or Credit Card</b> Card Number _____ - _____ - _____ 3 Digit Code _____ Expiration Date ____ / ____ Amount Charged \$ _____ Student records will only be furnished after <b>ALL</b> financial obligations to the College have been met.
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