

# Official Transcript Request



**NOTE: Students should order transcripts online: [www.metrostate.edu/registration/transcripts.html](http://www.metrostate.edu/registration/transcripts.html)  
Requesting transcripts online is both cheaper and faster!**

Registrar's Office  
700 East Seventh Street  
Saint Paul, Minnesota 55106-5000  
E-mail: [gateway@metrostate.edu](mailto:gateway@metrostate.edu)  
Phone: 651-793-1300

## Who needs to use this form?

Students who attended Metropolitan State University who need an official transcript.

## Important Notes

Students who attended Metropolitan State University after 1977 and need an official transcript sent to a Minnesota State College or University (<http://www.mnscu.edu/campuses/index.html>) do not need to request a transcript because that institution can retrieve it through the MNSCU system free of charge. Please contact the receiving institution for more information.

## How to Submit

**Mail:** Enclose completed form with payment (*check or money order ONLY made payable to Metropolitan State University*) and send to the address above.

**In-Person:** Bring completed form to the Gateway Student Services Center. They will direct you to make payment (*cash, credit card, check or money order*) to the Financial Management Office after verifying there are no holds on your record.

## Contact Information

Name: \_\_\_\_\_  
*Last First Middle Former Last Name(s)*

Social Security or Metropolitan State student ID number: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
*Metropolitan State University uses social security numbers for student identification purposes. Providing this information is voluntary.*

Address: \_\_\_\_\_  
*Street City State Zip Country*

Phone (with area code): (H) (\_\_\_\_)\_\_\_\_-\_\_\_\_ (W) (\_\_\_\_)\_\_\_\_-\_\_\_\_ (C) (\_\_\_\_)\_\_\_\_-\_\_\_\_

Years enrolled and/or attended:  Before summer 1994  After summer 1994  Admitted but never enrolled

When do you need this request processed?  Now  After final grades are posted for the current semester  After degree is posted

## Transcript Destination

### Select your destination preference and the number of copies:

- \_\_\_\_\_ Pick-up transcripts (You will be contacted at your home phone number when they are ready)  
 \_\_\_\_\_ Send transcripts in a sealed envelope/s to the **address listed above**  
 \_\_\_\_\_ Send transcripts directly to a **third party/ies listed below**--specify the department if needed

### Third Party #1

\_\_\_\_\_  
*Name / Organization / Department*

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State Zip Country*

Number of copies to send here: \_\_\_\_\_

### Third Party #2

\_\_\_\_\_  
*Name / Organization / Department*

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State Zip Country*

Number of copies to send here: \_\_\_\_\_

## Service & Payment

- | Type   | Cost (per copy)         | Timeframe for:  |
|--|-------------------------|---|
| <input type="checkbox"/> Regular               | \$8                     | Mailed within <b>3-5 business days</b> via regular mail   |
| <input type="checkbox"/> Rush                  | \$8 plus \$5 rush fee   | Requests received by noon will be ready after <b>24 hours</b> ; the maximum fee for rush service is \$5 regardless of the number of transcripts requested. <b>MAY NOT BE POSSIBLE IF YOUR LAST DATE OF ATTENDANCE WAS OVER 10 YEARS AGO</b> |
| <input type="checkbox"/> Express mail delivery | \$8 plus \$15 overnight | Delivered within <b>1-2 business days</b> ; the cost is \$15 PER address requested  |

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Signature is required by law* *MM DD YYYY*

## Office Use Only

**GATEWAY:**  Verified no financial holds  Processed \_\_\_\_\_ (Initial) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**FINANCIAL MANAGEMENT:** \$ \_\_\_\_\_ (Amount Paid) \_\_\_\_\_ (Initial) Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**REGISTRAR'S OFFICE:** \_\_\_\_\_ (Initial) Date sent: \_\_\_\_ / \_\_\_\_ / \_\_\_\_