



**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 <small>(posting of degrees/certificates occurs after the semester ends)</small> <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 at <b>participating Michigan four-year</b> colleges and universities. <small>(Once MTA is posted to your record you do not need to request again)</small>
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Signature _____	Date _____
<small>Federal law (FERPA) of 1974 requires the student signature for transcripts. All holds must be cleared before submitting a transcript request.</small>	

## 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 \$5.25 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>www.getmytranscript.org</li> </ul> |
|--|---|

<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.	