



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 its' free! For more details ask us at regoffice@kellogg.edu or 269-965-5522.

Personal Information

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

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

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

Send Transcript

<input type="checkbox"/> Official Transcript (\$5.65) <input type="checkbox"/> Unofficial Transcript (free) <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

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 participating Michigan four-year colleges and universities. <small>(Once MTA is posted to your record you do not need to request again)</small>

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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- Academic records will not be faxed.
- Normal transcript processing time is 3-5 business days upon request.
- Submit with payment to Records & Registration. Phone orders not accepted.
- www.getmytranscript.org (to request a transcript electronically).

You can pay with Cash, Check, Money Order or Credit Card

Card Number _____ - _____ - _____ - _____ Expiration Date ____ / ____ Amount Charged \$ _____

Student records will only be furnished after **ALL** financial obligations to the College have been met.

Name of cardholder/payor as it appears on card: _____

Billing Address (street #, name, city, state, zip): _____