

MSU-Billings Transcript Request

The Family Rights and Privacy Act of 1974, as amended, prohibits release of transcript information without the STUDENT'S WRITTEN CONSENT.

Transcript fees and related charges are as follows:

Unofficial Transcripts.....**FREE**
 Official Transcripts..... **\$3.00/ea.**
 Fax Fee (if we fax it somewhere for you).....**additional \$10.00**
 Rush Fee (for 24-48 hour processing).....**additional \$10.00**
 Federal Express Fee (within United States).....**\$15.00**
 Federal Express Fee (outside of United States).....varies, please call for actual cost

| | |
|--|---|
| Hold for Current Term Grades to Post? <input type="checkbox"/> Yes <input type="checkbox"/> No | Hold Until Degree is Recorded? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

STUDENT INFORMATION ... *Please complete ALL fields:*

| | |
|-------------------------|--|
| Name: _____ | School ID: _____ |
| Address: _____ | Date of Birth: _____ |
| City, State, ZIP: _____ | Dates of Attendance (your best estimate!): From _____ To _____ |
| Phone Number: _____ | <i>Any previous names (i.e.: maiden name):</i> _____ |

Signature: _____ **Date:** _____

Mail Transcript To:
 Number of transcripts to this address: Official ____ Unofficial ____

Name of Institution

Attn: Name of Person or Department

Address

City _____ State _____ Zip Code _____

Mail Transcript To:
 Number of transcripts to this address: Official ____ Unofficial ____

Name of Institution

Attn: Name of Person or Department

Address

City _____ State _____ Zip Code _____

Office of Admissions and Records, 1500 University Drive, Billings MT 59101 Phone: (406) 657-2158 Fax: (406) 657-2302