

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

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
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STUDENT INFORMATION ... Please complete ALL fields:

Name: _____ * Student ID: _____

Address: _____ Date of Birth: _____

City, State, ZIP: _____ Dates of Attendance (your best estimate!): **From** _____ **To** _____

Phone Number: _____ Any previous names (i.e.: maiden name): _____

**If you don't know, use only last four of SSN*

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

If you wish to pay with a credit or debit card, please use the National Student Clearinghouse for your convenience: www.studentclearinghouse.org