

MILES COLLEGE
P. O. Box 39800
Birmingham, AL 35208
(205) 929- 2598 (Fax) Business Office
(205)929-1421 (Fax) Register Office
(205)929-1431
(205) 929-1424

Office of the Academic Records

TRANSCRIPT REQUEST

Today's Date _____ SS# _____
Student # _____

Name _____
Last First MI Maiden
Date of Birth _____ Telephone () _____

Address _____
Street City State Zip

Are you currently enrolled? Yes _____ No _____
When were you last enrolled? _____
Are you a graduate of Miles? Yes ___ No ___ Undergraduate Yes ___ No ___

Processing Options as follows:

___ Same Day
___ After grades are posted

Delivery method as follows:

___ Mail (\$10.00)
___ Hold for pickup (\$10.00)
___ FedEx (\$17.50) Next Day

Forward Transcript to: (Please Print)
(Students are responsible for
address) _____

For Business Office Use Only

Number of copies _____
_____ Transcript fee paid? _____
_____ Account cleared? _____
_____ Do not release/Amount due \$ _____
_____ Authorized by: _____

Note: Within **one year** after graduation, the first copy your transcript is without charge. For each additional copy, there is a charge of **\$10.00** to be paid to the Business Office.

