



MILES COLLEGE
P.O. Box 39800
Birmingham, AL 35208
205.929.1422 Registrar Office
205.929.1431 Business Office

TRANSCRIPT REQUEST FORM

Today's Date _____

Student # _____

(optional) SS# _____

Name _____
Last First MI Maiden

Date of Birth _____ Telephone () _____

Address _____
Street City State Zip

Email _____

Are you currently enrolled? Yes _____ No _____ When were you last enrolled? _____

Are you a graduate of Miles? Yes _____ No _____ Undergraduate? Yes _____ No _____

Please check below:

1. Processing Options as follows (please check one):

____ Same Day ____ After grades are posted

2. Delivery method as follows (please check one):

____ Electronic (E-Script) \$10.00 ____ Mail: \$10.00 ____ Hold for pickup: \$10.00 ____ FedEx: \$18.50 (Next Day + (\$10.00) Transcript)

3. Quantity (please indicate below):

____ Number of Copies

4. Reason for Request(please check one):

____ Employment ____ Graduate School ____ Transfer ____ Other

Please note: All transcripts requests will be submitted electronically unless specified below. Transcripts may also be sent electronically via email (to institutions only) if specified below.

Forward Transcript(s) to: **(Please Print)**

(Students are responsible for address)

For Business Office Use Only

Transcript fee paid? _____

Account cleared? _____

Do not release/Amount due \$ _____

Authorized by: _____

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

Transcript requests will be processed the same day if received by 4:00 pm. All request received after 4:00pm will be processed the next business day. *Transcripts older than 1990 may take up to 7 business days of receiving this form.