



MOTT COMMUNITY COLLEGE

Office of Records and Registration

Official Transcript Request Form

Complete this form and send to:

Mott Community College
1401 E. Court St.
Cashier's Office
Flint, MI 48503

Transcript Fee:

Official transcripts will not be released until all financial obligations are cleared. Normal processing time is 3 to 5 business days. **There is a charge of \$3.00 for each official transcript. PLEASE DO NOT SEND CASH PAYMENTS.**

Student Information & Authorization		
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip
Home Phone	Alt Phone	
Student ID	Last 3 of Social Security	
All Previous Names Used	Date of Birth	
Student Signature		Date
Send Transcript to:		
Institution Name		
Attention		
Complete Address		
Number of Transcripts Requested:		

Special Instructions
<input type="checkbox"/> Official transcript sent directly to institution or business.
<input type="checkbox"/> Official transcript sent directly to student. *See Note
<input type="checkbox"/> Hold for final grade(s).
<input type="checkbox"/> Hold for grade change. Course _____
<input type="checkbox"/> Check for MTA eligibility
<input type="checkbox"/> Hold for Degree Posting
<input type="checkbox"/> Other instructions:

Optional:
Non-Credit Transcripts
* This is a separate transcript for students with continuing education credits or workforce development programs.
<input type="checkbox"/> Official non-credit transcript sent directly to institution or business.
<input type="checkbox"/> Official non-credit transcript sent directly to student.

* Orders with incomplete information or abbreviated addresses will **NOT** be processed. Transcripts sent directly to student may be considered unofficial by receiving institution.

OFFICE USE ONLY			
No Hold-Release Transcript	Hold- Financial Obligation	Initials	Date Received