



## Transcript Request

3115 W. Ashby Place or P.O. Box 28185  
 San Antonio, Texas 78228-5104 U.S.A.

Phone: (210) 732-2156 ext. 7102

Fax: (210) 732-9072

Email: [register@maccsa.org](mailto:register@maccsa.org); [www.maccsa.org](http://www.maccsa.org)

Name \_\_\_\_\_  
*Nombre Last/Apellido First/ Primer Nombre Middle/Segundo Nombre*

Former Name(s) \_\_\_\_\_ Date Last Attended MACC \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ MACC ID # \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 mm/ dd / yyyy

Address \_\_\_\_\_  
*Domicilo actual # & Street/ Número y Calle Apt. No. City/Ciudad State/Estado Zip Code/Zona postal*

Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_  
*Número de teléfono*

Transcript fee - \$10. each.

Expedite fee (additional) - \$20. each.

**Normal processing** time is 2 to 3 days from the date the request is received.

**Same Day Service** is not available during registration week, graduation and the end of the semester.

**Transcripts** will be issued only after clearance from the Finance Office, Library and the Registrar's Office.

Requests for transcripts **must be signed**.

**Email and Faxed** requests accepted to begin preparation, please follow up with signed, mailed request.

**Number of copies requested** \_\_\_\_\_

Check  one:  Hold for pick-up on date noted \_\_\_\_\_ (ID required)

**Or**  Mail to the following address(es)/ recipients:

Name, Office, Street/PO Box, City, State, Zip	<input checked="" type="checkbox"/> <b>Instructions</b> (check as many as needed)	<input checked="" type="checkbox"/> Name, Office, Street/PO Box, City, State, Zip
	Regular Process (2-3 days)	
	Same Day Service (\$15 each)	
	Official Transcript	
	Unofficial Transcript	
	Hold until final grades posted	
	Hold until degree posted	

I certify that I am the person whose information is given above. I authorize the release of my MACC transcript to the address(es) listed. I understand that the transcript(s) will not be sent if there is a hold in any MACC Office.

\_\_\_\_\_  
 Student's Signature (required to process)

\_\_\_\_\_  
 Date

Office use only:  mailed \_\_\_\_\_  picked up pd \$ \_\_\_\_\_  cash  check date & initials \_\_\_\_\_

Date