

Academic Transcript Request

Manor College Transcript Policies:

- 1) Release of transcript requires the student's signature.
- 2) Please allow one week for processing from the date the signed transcript request is submitted.
- 3) Transcripts will not be issued until all outstanding debt to Manor College have been paid in full.
- 4) Manor College will not be responsible for undeliverable transcripts due to an inaccurate address.
- 5) Manor College will not duplicate transcripts from high schools or other universities you attended.
- 6) There is a \$5 charge per transcript. For same day transcript requests the charge is \$15.

Name: _____

Student ID # (Manor or SS) _____

Prior Name: _____

Date of Birth: _____

If you attended Manor College under a different name, please indicate above
Month / Day / Year

Phone Number: _____ - _____ - _____

E-Mail Address: _____

Address: _____

Number / Street / Apartment. No. / City / State / Zip

Please check and complete all that apply to you:

- I am a current Manor College student.
 I am NOT a current student. The year I last attended Manor College was _____
 I graduated from Manor College: Year: _____ Degree: _____

Please check and complete all that apply to you:

- I will pick up the transcript at the Registrar's Office
 Hold for current semester grades
 Hold until my degree is posted.
 Hold until a Change of Grade or Repeat is processed for:
 Semester: _____ Course #: _____

OR Please mail to the following:

Name: _____

Address: _____

City/State/Zip: _____

Name: _____

Address: _____

City/State/Zip: _____

I authorize issuance of a transcript as indicated on this form.

(Transcript/s will not be processed without your signature.)

Signature: _____ Date: _____

Mail form with payment to:
OR
Fax form to:

Manor College

(215) 780-1950

Registrar's Office/Transcripts

700 Fox Chase Road

Call in Credit Card

Jenkintown, PA 19046

information to:

(215) 885-2360 ext# 244

Registrar's Office use only:

 PAID: Check/MO Cash CC Amount: _____ Date Completed/Mailed _____ Completed by _____