

## 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 has 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 no fee for standard transcript processing, however, 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 Code \_\_\_\_\_  
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**I authorize issuance of a transcript as indicated on this form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name: \_\_\_\_\_

 Address: \_\_\_\_\_  
 \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Mail form with payment\* to: OR Fax form to: (215) 780-1950 OR**

Manor College

Registrar's Office/Transcripts

700 Fox Chase Road

Jenkintown, PA 19046

**Photo and email to:**

transcripts@manor.edu

**For Same Day Pickup Pay Online:**
[www.manor.edu/academics/registrar-](http://www.manor.edu/academics/registrar-transcript.php)
[transcript.php](http://www.manor.edu/academics/registrar-transcript.php)

Registrar's Office use only:

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