

## Mills College – M Center

### **Official Transcript Request Instructions**

- Complete, print and sign this form.
- Mail it to the M Center or bring it in person to the M Center during regular M Center hours.
- We do not accept emailed or faxed transcript requests.
- Credit card payment is not accepted.
- The standard cost is \$10 per transcript = five working days to process.
- Rush service is \$25 per transcript (in addition to \$10 fee) = same day service.
- You may pay by cash (in person) or by check payable to Mills College.

### **To process your official transcript request, we require the following:**

- 1) Your name;
- 2) Your name while enrolled at Mills (if different than your current name);
- 3) Social security number;
- 4) Years of attendance;
- 5) Number of copies requested;
- 6) Transcript recipient's complete mailing address;
- 7) Your current mailing address and phone number;
- 8) Enrollment status;
- 9) Academic Level;
- 10) Your signature; and,
- 11) Payment at the time of request.

### **Unofficial Transcript Request Instructions**

- Note that students can print their unofficial transcripts by accessing their student records on the web.
- All requests must be made in writing.
- You must be a currently enrolled, active student.
- There is no charge for this service.