



School for Professional and Continuing Studies Transcript Request Form

Transcripts are processed on the 1<sup>st</sup> and 15<sup>th</sup> of each month.  
\$3.00 for each Official Transcript  
\$2.00 for each Unofficial Transcript  
**\$10.00 for each RUSHED Official or Unofficial transcript**

Name \_\_\_\_\_  
Last First

Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Semesters Attended \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

Number of Transcripts requested:  Official \$3.00/Transcript

Unofficial \$2.00/Transcript

RUSHED \$10.00/Transcript

Total Transcripts Requested:

Total Charges for Transcript(s): \$

- Enclosed is my check/money order payable to MICA
- Please charge my  VISA  MasterCard  American Express

Card Number

Expiration Date

Card Holder Signature

3-Digit Security Code

Mail request with payment to:  
**Transcript Request  
MICA School for Professional  
and Continuing Studies  
1300 Mt Royal Ave  
Baltimore, MD 21217**  
Or fax request to:  
**(410) 225-2229**

Please send my transcript(s) to the following address:

\*Please use the back of this form for multiple requests or attach a separate sheet

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorization to Release Documents (This must be signed in order for us to process and send transcripts.)

Student Signature

Office Use Only

Date Received

Processed

Date Sent