

**MURRAY STATE UNIVERSITY  
TRANSCRIPT REQUEST FORM**

Today's Date: \_\_\_\_\_ MSU ID# M \_\_\_\_\_ OR  
Number of transcripts requested: \_\_\_\_\_ Soc.Sec.#: \_\_\_\_\_  
Mail In Separate Envelopes: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Mail to address given: \_\_\_\_\_ Date of graduation: \_\_\_\_\_  
Are you transferring to another KY college? \_\_\_\_\_ Last date of enrollment at MSU: \_\_\_\_\_  
Hold for pickup: \_\_\_\_\_  
Hold for final grades: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Hold for degree: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_  
Fax: \_\_\_\_\_ \*Fax Number: \_\_\_\_\_ Reason for Transcript: \_\_\_\_\_  
Person to receive fax: \_\_\_\_\_

*\*MSU does not fax transcripts internationally.*

**STUDENT'S NAME**

**AND MAILING**

**ADDRESS:**

\_\_\_\_\_  
Last First Middle/Maiden/Other

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

**MAIL TRANSCRIPT TO:**

**\*NOTE:** Please note that faxed transcripts are NOT official, and we do not fax transcripts internationally.  
Mailed transcripts: \$3.00/ea.  
Faxed transcripts: \$5.00/ea.  
To mail & fax transcript: \$8.00.  
(ALL options include a 3-5 working day turn-around time.)

**Student's Signature**

*--Must be signed by the student per federal law.  
--No proxy signatures are allowed.*

Mail check or money order (made payable to Murray State University) along with the transcript request form to the following address. Payment must be received at time of request.

**Note:** Transcripts will not be released if you have a debt with the University.

Registrar's Office  
113 Sparks Hall  
Murray State University  
Murray, KY 42071-3312  
USA  
ATTN: Transcripts  
Phone: 270-809-3753