

MIDWAY COLLEGE TRANSCRIPT REQUEST

Office of the Registrar, Midway College, Midway KY 40347-1120

Phone (859) 846-5728

Fax (859) 846-5774

Email: Registrar@Midway.edu

How to Request a Transcript

- 1) By federal Law, requests for transcripts must be in writing-telephone requests are not accepted.
- 2) Requests must be signed.
- 3) Provide full name at time of attendance and social security number.
- 4) Transcript request can be mailed, faxed, or attached to emails.
- 5) Transcript fee can be paid by check, money order, or credit card. Make checks payable to Midway College.
- 6) Processing normally takes 3 working days to clear through the Business Office. During peak times (Registration and Graduation), the time could be slightly longer.
- 7) When mailing a transcript request, please mail the transcript request form along with payment to: Office of the Registrar, Midway College, 512 East Stephens Street, Midway, KY 40347

Social Security No: _____

Attendance Date: _____ to: _____

STUDENT'S NAME AND ADDRESS:		

Last	First	Middle/Maiden

Street		

City	State	Zip

SEND TRANSCRIPT TO:		

Name		

Street		

City	State	Zip

Email Address

Phone Number

Enrollment:

Undergraduate Level

Graduate Level

Course Level:

Current Enrolled

Previously Enrolled

Reason for Transcript Request:

Plan to transfer

Employment

Graduate School

Other _____

Signature of Requestor

Date

Date Order Completed _____ By _____ Registrar's Office

In accord with Federal Law and KRS 146.283, records cannot be released without the written consent of the student.

TRANSCRIPT REQUESTS CAN ONLY BE HONORED ON MIDWAY COLLEGE COURSE WORK ONLY.

*The Official academic record is the property of the college and the college reserves the right to withhold the release of a transcript of that record if the student/former student has an obligation to the college.

Send Transcript:

Now After Current Semester/Term Grades Only

Mailed Transcript-----\$10.00 fee

Walk In/Carry out-----\$15.00 fee

***Release of transcript is dependent upon payment of delinquent account to business office.**

Account Clear by _____ Bus. Office

Account Delinquent by _____ Bus Office