

Please print clearly and provide complete information.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First Name Middle Name Last/Family Name

MIT ID \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email or Phone \_\_\_\_\_ Signature \_\_\_\_\_

Fee is \$4.00 per transcript. Transcripts sent via DHL express service incur an additional charge.

Payment - check one:  charge student account  check or money order  online credit card payment – copy of receipt included with this form

Hold transcript order for:  End-of-term MIT grades OR  Process order now  
 End-of-term cross-registration grades (grades from other schools may be recorded later than MIT grades)  
 Degree(s) awarded

Provide the name and, if the transcript is being sent, the address of the recipient. All transcripts (even if picked up) must bear the name of a person or organization/school/company. A transcript can be issued to you, the student, but be aware that in some instances a transcript 'issued to student' will be rejected. Carefully read any instructions you are given regarding submission of your transcript.

Allow 3 business days for processing.

DHL Express Service option: Transcripts can be sent via DHL at an additional cost to you. The service is next business day to U.S. destinations; deliveries to international locations take several days. Be advised DHL will not deliver to a post office box.

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Explain special requests or deadlines \_\_\_\_\_

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