

MIT Transcript Request Form

For Former Students

Registrar's Office, Room 5-119
77 Massachusetts Avenue
Cambridge, MA 02139

Please print clearly and provide complete information. Fee is \$4.00 per transcript.

Date ____ / ____ / ____

Name _____ / _____ / _____
First Name Middle Name Last/Family Name

MIT ID _____ Date of Birth _____ / _____ / _____

Name while registered at MIT _____ / _____ / _____
(if different from above) First Name Middle Name Last/Family Name

Dates of MIT Attendance _____ MIT Degrees Awarded _____

Email or Phone _____ Signature _____

Payment – Please check one: check or money order enclosed online credit card payment (Visa/MasterCard/Discover Card)

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 an 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.

No. of Copies Pick up _____ or U.S. first class mail _____ or DHL _____

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Explain special requests or deadlines _____
