



Transcript Request Form

Transcripts will be mailed within 10 business days. Current students of MICS will receive two (2) transcripts free of charge. A \$5.00 per transcript fee will be charged for any additional transcripts requested. Alumni transcripts are \$5 per transcript. Transcript fees are payable to MICS and are required before processing.

Fully complete this form. Only complete forms will be accepted.

Date of Request _____

Name of Student Requesting Transcript _____ Year of Graduation: _____

Contact Number: _____

List the *complete* address of the institution the transcript is to be mailed to.

1. _____

2. _____

3. _____

(For office use only)

Date Transcript(s) was mailed. _____