



# Transcript Request Form

OCC Student ID # and/or Last 4 Digits of SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Name (last, first) \_\_\_\_\_

Former Name Used \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

**DETAILED INSTRUCTIONS**

Mail immediately

Attachments  Yes  No

Check for  MTA or  MACRAO *(for students prior to Fall 2014)*

**HOLD TRANSCRIPT UNTIL**

Current semester grades \_\_\_\_\_ *(Date semester ends)*

Degree Posted *(Grad App must be submitted prior to request)*

**TYPE OF TRANSCRIPT REQUEST**

Credit No Charge

Continuing Ed/Non-Credit No Charge

\_\_\_\_\_ x \$5.00 Shaw College *(1962-1983)* \$ \_\_\_\_\_

**Additional Services:**

Expedited Services (\$21.00 per location) 1-2 day ship \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**CHECK ONE**

Transcript sent to another college, company, or agency

Transcript issued to student *(will be stamped issued to student)*

**MAIL TRANSCRIPT TO THE FOLLOWING ADDRESS** – Full Name / Address. **Please print – do not abbreviate.** Additional Transcript Request Forms should be used if you are requesting transcripts for more than one location.

**ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Transcripts will not be issued for any student whose financial obligation to Oakland Community College has not been met. I understand that Oakland Community College does not forward transcripts from high schools or from other colleges/universities. Oakland Community College has a strict policy that does not allow transcripts to be sent electronically (fax or email). Please allow **3 to 5 business days** for processing.

**Due to the Family Education Rights and Privacy Act (FERPA) of 1974, a student signature is required for release of transcripts.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Forms may be mailed with payment via check or money order to:

**Oakland Community College  
Transcript Requests  
2480 Opdyke Road  
Bloomfield Hills, MI 48304-2266**

**OR** Taken to the **Cashier's Office** at any of our five campus locations. Payment may be made with **check, money order, cash or credit card IN PERSON.**

**OFFICE USE ONLY**

Receipt Number \_\_\_\_\_ Date and Processed by \_\_\_\_\_