## Transcript Request Form

**Office of the Registrar**

**Brockton Campus**
Administration Building, A240
One Massasoit Boulevard
Brockton, MA 02302

**Canton Campus**
Enrollment Center
900 Randolph Street
Canton, MA 02021

**Middleborough Center**
Main Office
49 Union Street
Middleborough, MA 02346

**www.massasoit.edu**
registrar@massasoit.mass.edu
fax: 508-427-1236

### E-transcripts and online ordering now available!

For fastest transcript processing, visit [massasoit.edu/transcripts](http://massasoit.edu/transcripts) to order online. Valid credit or debit card required for online ordering.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID or Last 4 digits of SSN</td>
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<tr>
<td>Birth Date</td>
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<tr>
<td>Last Name</td>
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<tr>
<td>First Name</td>
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<tr>
<td>Middle Initial</td>
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<tr>
<td>Other Name (under which records may appear)</td>
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<tr>
<td>Address</td>
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<tr>
<td>City</td>
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<tr>
<td>State</td>
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<tr>
<td>ZIP</td>
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<td>Phone</td>
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<tr>
<td>Home</td>
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<tr>
<td>Cell</td>
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<tr>
<td>Approximate Years Attended</td>
<td></td>
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<td>to</td>
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</tbody>
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### Check One

- Process immediately
- Process after grades for the following semester are posted:
  - Fall
  - Winter Session
  - Spring
  - Summer I
  - Summer II
- Process after graduation is posted

### Send transcript(s) to:

Please fill in complete address(es) below, indicating the number of copies desired. Please designate a specific office if sending to a school.

1. # ___  
   # ___  
2. # ___  
   # ___  
3. # ___  
   # ___  
4. # ___  
   # ___

### Check One

- Hold for pick-up
- Hold for pick-up
- Hold for pick-up

### Transcript Payment

- Check (made payable to Massasoit Community College)
- Cash/money order  
- Credit card:  
  - Visa
  - MasterCard
  - Discover

Account number:  
Expiration date:  
Name on card:  
Signature of card holder:  

Transcripts received by email, fax, or in person are $3 each and are processed within 2-3 business days; transcripts received by mail are free and processed within 5-7 business days.

Transcripts will not be issued for any student who has overdue financial obligations to Massasoit Community College.