

# Transcript request



You can use this form as a convenient way to obtain the required transcripts from the undergraduate and graduate schools you've attended.

CMU must have one official transcript from each of those institutions to complete your admission to the university.

Remember, you must sign the request and include your Social Security number or student ID number, and the appropriate fee, or the school will not be able to process your request.

Undergraduate (bachelor's degree) applicants only

If you are submitting transfer credit that is more than ten years old **and** taken at a college or university outside the State of Michigan, you must obtain course descriptions for these courses before transfer credit can be evaluated.

Registrar, please send transcript(s) to:

**Central Michigan University**  
Attn: Transcript Department  
802 Industrial Drive  
Mt. Pleasant, MI 48858

Name \_\_\_\_\_ (Former name) \_\_\_\_\_

Address \_\_\_\_\_

Social Security or student ID number \_\_\_\_\_

Phone \_\_\_\_\_ Date of birth \_\_\_\_\_

Graduated:  No  Yes Date \_\_\_\_\_

Degree \_\_\_\_\_

Check enclosed for \$ \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_