

Transcript Request Form
Minneapolis College of Art and Design

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Minneapolis, MN 55404
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Please supply ALL information requested below. Transcript fees are \$8.00 per official transcript and \$3.00 per unofficial transcript. Rush orders are \$10.00 per transcript. Checks or money orders can be made out to MCAD. Please do not mail cash. Official transcripts can also be ordered online at www.getmytranscript.com. Current students may obtain copies of unofficial transcripts on myMCAD. All transcripts are sent via Standard US Mail. If you would like your transcript to be sent by other means, you must enclose an addressed, pre-paid Priority Mail, Express Mail, or Federal Express envelope with your request. Transcripts will not be released for students or alumni who owe balances to MCAD. If you have further questions, please contact our office. Thank you!

Name:

Last First Middle
Name while attending (if different)*: _____

Last First Middle

**Note that submitting this form will not automatically change your name in college records. If you need to make an official name change, please contact our office for further information.*

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Destination address for transcript. Please be as specific as possible, including formatting for international addresses. You may write additional addresses on the back of this form.

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I hereby grant a one-time authorization for MCAD to provide my transcript to the person(s) named above.

Signature: _____ **Date:** _____