



OAKLAND COMMUNITY COLLEGE®

Transcript Request

ADS 4 12/04

Transcripts may be requested by mail or in person at any OCC campus. There is a fee of \$2.00 per transcript that may be paid by check or money order by mailing to:

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

Cash, check, money order, MasterCard, Visa and Discover cards are accepted with in-person requests at the Auburn Hills, Highland Lakes (Waterford), Orchard Ridge (Farmington Hills) and Royal Oak Campuses.

Select transcript content: [] Credit Courses [] Non-Credit Courses [] Shaw College (\$5 fee) [] Credit and Non-Credit Courses

Student ID Number or Social Security Number _____

Student Name _____

(Name attended under if different than above) _____

Current Address _____

City/State/Zip Code _____

Daytime Phone Number _____

Semester/Year Last Attended (approximately) _____

Please indicate the complete name and address of the organization/person receiving the transcript(s). Please do not abbreviate. Additional Transcript Request Forms should be used if you are having transcripts mailed to more than one location.

Number of OCC Transcripts requested (\$2 per copy) _____

Number of Shaw College transcripts requested (\$5 per copy _____
(Additional fees apply for expedited mailing.)

CHECK ONE OF THE FOLLOWING:

- [] To Be Mailed Immediately
[] Hold for Current Semester Grades _____ DATE SEMESTER ENDS
[] Hold Until Degree is Recorded

Additional Criteria _____

Student Signature _____

Date _____

This transcript is issued for the express use of the addressee and is not to be provided to anyone else without the written consent of the student.

OFFICE USE ONLY: Date Received _____ Processed By _____