



# Transcript Request Form

## STUDENT INFORMATION

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

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

Former Name(s) Used \_\_\_\_\_

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

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

## TRANSCRIPT INFORMATION AND DELIVERY METHOD(S)

### CHECK ONE

Transcript sent to another college, company, or agency

Number of copies \_\_\_\_\_

Transcript issued to student to the address indicated above *(will be stamped Issued to Student)*

Number of copies \_\_\_\_\_

### OTHER INSTRUCTIONS

Check for MTA

Hold for grades for the \_\_\_\_\_ semester\*

Hold for degree *(Grad Application must be submitted prior to request)\**

*\*Processed 3-5 business days after current semester ends*

### DELIVERY METHOD

Regular USPS Mail: No additional charge (no tracking)

Expedited USPS Mail: \$21.00 additional charge (1-2 ship with tracking)

### TYPE OF TRANSCRIPT

Credit

Continuing Ed/Non-Credit

**MAIL TO ADDRESS INDICATED BELOW (Full name and Address; use additional transcript request forms if requesting transcripts for more than one location):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL INFORMATION

## SIGNATURE

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 \_\_\_\_\_

Transcript requests may be emailed ([ces@oaklandcc.edu](mailto:ces@oaklandcc.edu)) or mailed. If emailing, please include a copy of a government-issued photo ID.

**Oakland Community College**  
**Attn: Transcripts**  
**Auburn Hills Campus, Building K**  
**2900 Featherstone Road**  
**Auburn Hills, MI 48326-2845**

### OFFICE USE ONLY

ES Date and Processed by \_\_\_\_\_