

**Registrar's Office**

1000 Massachusetts Avenue
Cambridge, MA 02138
Phone: 617.873.0101
Fax: 617.349.3560
registrar@cambridgecollege.edu

Transcript Request

Processing time is 7-10 business days.

Student ID# _____

Your Cambridge College Location

- ☐ Cambridge ☐ Puerto Rico
☐ Lawrence ☐ Southern California
☐ Springfield ☐ Other _____

Student Information PLEASE PRINT CLEARLY and COMPLETE ALL INFORMATION

Last name _____ First name _____ Middle name _____

Dates of Enrollment from _____ to _____ Former name _____

Graduated? ☐ No ☐ Yes Year: _____ Phone ☐ home ☐ cell (_____) _____

Work Phone / ext. (_____) _____

Transcripts cannot be processed if student has an admissions or business HOLD.

Signature on _____ Date _____
paper printout

Transcript Retrieval Information If you have more than one degree from Cambridge College, **please indicate which transcripts you would like.**
Each degree requires a separate transcript. **Type of degree / transcript:**

- ☐ Bachelor's degree ☐ Master of Business Administration ☐ Certificate ☐ Doctor of Education
☐ Master of Education ☐ Master of Management ☐ Non-matriculated student ☐ Certificate of Advanced Graduate Studies

Transcripts cannot be emailed or faxed.

| \$5.00 for each OFFICIAL transcript | \$2.00 for each UNOFFICIAL transcript |
|--|--|
| number of copies _____ to be forwarded to: | number of copies _____ to be forwarded to: |
| Name _____ | Name _____ |
| Street _____ | Street _____ |
| City _____ State _____ Zip _____ | City _____ State _____ Zip _____ |
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Payment Full payment must accompany this request form

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| <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD | credit card # <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | | | | | | | | | | | | | Exp. date <table border="1"><tr><td></td><td></td><td>/</td><td></td><td></td><td></td></tr></table> | | | / | | | |
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| <input type="checkbox"/> Cash <input type="checkbox"/> Check/Money Order enclosed - payable to Cambridge College | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--------------------|----------------|---------------|
| Business Clearance | Balance Due \$ | Refund Due \$ |
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