

**TRANSCRIPT REQUEST FORM**

Office of the Registrar, Morehead State University

**Student Information**

ID Number (if known): \_\_\_\_\_ SSN: \_\_\_\_\_  
Name: \_\_\_\_\_  
(last, first middle & any other names while enrolled)  
Date of Birth: \_\_\_\_\_  
Dates of attendance/graduation: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Student phone number: \_\_\_\_\_  
Student email address: \_\_\_\_\_



**Office of the Registrar**  
**Ginger Hall 201**  
**Morehead, KY 40351**  
**606-783-2008**  
[registrar@moreheadstate.edu](mailto:registrar@moreheadstate.edu)

**Mail to this address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Number of copies:**

Undergraduate transcripts  
 Graduate transcripts

**Mail to this address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Number of copies:**

Undergraduate transcripts  
 Graduate transcripts

Checks/money orders may be made payable to MSU.  
Normal processing time is 48 hours after receipt of request. Records for students attending prior to 1982 may take longer to process.

**Transcripts are \$7 for each set.**

**Amount \$ \_\_\_\_\_**

We cannot process transcript requests for students with holds. If you have a hold, you must clear the hold prior to ordering your transcript. If you wish to pick up your transcript, you must have photo ID.