

STUDENT FILE REQUEST ACADEMIC FINANCE

Instructions:

Complete boxes 1: Student Information. Please print or type. Submit the completed form to the Records Department. You may submit the form in person, or via mail, or email.

Transcripts will be ready for pick up within 7 business days.

Mailing Address:

Mt Sierra College
Attn: Transcript Request
800 Royal Oaks Dr., Ste. 101
Monrovia, CA 91016

Records Office: 626.873.2150
Business Office: 626.873.2135

BOX 1 STUDENT INFORMATION

LAST NAME		FIRST NAME		MIDDLE NAME
ADDRESS			EMAIL ADDRESS	
CITY	STATE	ZIP	PHONE NUMBER	
SID OR SSN	LAST YEAR OF ATTENDANCE			
<input type="checkbox"/> PICKUP				
SIGNATURE				DATE

STUDENT FILE REQUEST

OFFICE USE ONLY

DATE RECEIVED	RECEIVED BY	AMOUNT PAID
CLEAR FOR RELEASE: <input type="checkbox"/> YES <input type="checkbox"/> NO	BY	DATE
PREPARED BY	DATE PREPARED	DATE MAILED

REVISION
M: 10
D: 05
Y: 2018