



Messenger College

OFFICIAL TRANSCRIPT REQUEST FORM

Messenger College Student requests for Official Transcript will only be sent upon request of this form or another written request including the information shown here. The first request for transcript will be furnished without cost. Any thereafter must be accompanied by a \$10.00 transcript fee. Please print out this completed form and mail it to Messenger College as shown below.

Date

Your full name

Date of Birth

Name as shown in your student file

Home Address:

City

State

Zip Code

Telephone

Cell

Email address

Years when you attended Messenger College (or SBC or ECC)

Delivery Instructions

Send Transcript to

Address

City

State

Zip

Important Note: Please allow at least two weeks for grades to be posted following completion of a course. Allow four weeks after graduation to allow finalization of all academic information. Your request will be processed as soon as all relevant grades are posted.

Messenger College
300 East 50th Street
Joplin, MO 64804

FAX Number: 417.624.5070