

# Transcript request



You must contact each school you have attended and request that they send your official transcript(s) to Central Michigan University.

Many schools send transcripts to us electronically. If this is an option, when you contact your former schools have them e-mail your transcripts to: **transcripts@cmich.edu**

If your former school requires a written request for official transcripts, you may copy this form, fill it out, sign it, include any required fees, and send it to your former school(s).

Undergraduate (bachelor's degree) applicants only

If you are submitting transfer credit that is more than ten years old **and** taken at a college or university outside the State of Michigan, you must obtain course descriptions for these courses before transfer credit can be evaluated.

Registrar, please send transcript(s) to:

**Central Michigan University**  
Attn: Transcript Department  
802 Industrial Drive  
Mt. Pleasant, MI 48858  
or

E-mail the transcript(s) to: **transcripts@cmich.edu**

Name \_\_\_\_\_ (Former name) \_\_\_\_\_

Address \_\_\_\_\_

Social Security or student ID number \_\_\_\_\_

Phone \_\_\_\_\_ Date of birth \_\_\_\_\_

Graduated:  No  Yes Date \_\_\_\_\_

Degree \_\_\_\_\_

Check enclosed for \$ \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_