FITCHBURG STATE COLLEGE

OFFICE OF THE REGISTRAR

TRANSCRIPT REQUEST

Transcript Fee: $5.00 per copy (non-refundable).
Only complete Fitchburg State College transcripts will be issued.
Transcripts will not be issued for students whose financial obligations to the college have not been fulfilled.
Please allow three to five business days for processing.
Fitchburg State College does not fax transcripts. Cash payments are not accepted.

Social Security Number: _____ Date of Birth: _____

Name: _____
First Middle Last

Any Other Names Used: _____

Address: _____
Street City State Zip Code

Phone Number (in case we have a question about your request): (_____) _____

Dates of Attendance: From _____ to _____

Level(s) (check all that apply): ☐ Undergraduate ☐ Graduate

Degree(s) Received (if applicable): _____

Student Signature: _____ Date: _____

Number of Transcripts Requested: _____ ($5.00 per copy)

Check one: ☐ Will pick up ☐ Mail now ☐ Hold for current semester grades ☐ Hold for degree

Mail to: Address 1: _____ Address 2: _____

_____ _____

_____ _____

_____ _____

Mail this request form (with a check made payable to Fitchburg State College) to:

Office of the Registrar
Fitchburg State College
160 Pearl Street
Fitchburg, MA 01420-2697

***** We do not accept faxed transcript requests. *****

Print Services REG11327 transcript request 6/06