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**TRANSCRIPT REQUEST FORM**  
(Optional)

Federal law requires a written request from the student in order to release a transcript. Friends or family members cannot request a transcript for you.

**If you will need a transcript sent somewhere while you're abroad (for an internship, job application, scholarship, or insurance verification), please fill out this form.**

If this form is on file, we will accept a request for a transcript via your CMC e-mail account as proof of identity, and we will use this form to obtain a transcript from the Registrar's Office for you. This request will be kept on file in the Off-Campus Study Office and will be destroyed upon your return. If you opt not to complete this form, you must send a signed transcript request form to the Registrar's Office by mail or fax for each transcript you may need while you are abroad.

**TRANSCRIPT REQUEST**

Office of the Registrar  
Claremont McKenna College  
500 E. Ninth Street  
Claremont CA 91711-6400  
(909) 621-8101

**Full Name:** \_\_\_\_\_  
Last                      First                      Middle                      Other Name(s) Used

**Student ID #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

OFFICE USE ONLY	
Fee Paid: _____	Fee Owed: _____
Date Sent: _____	

*This is not a required form. It is your choice to complete and submit this form.*