



# MARION TECHNICAL COLLEGE

## Official Transcript Request Form

\_\_\_\_\_

Last Name

\_\_\_\_\_

MI

\_\_\_\_\_

First Name

\_\_\_\_\_

Maiden/Other Names Used

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Enrollment Dates (MM/YY-MM/YY)

\_\_\_\_\_

Name of Program Attended

\_\_\_\_\_

Daytime Telephone Number

\_\_\_\_\_

E-mail Address

**Nonrefundable Transcript Fee: \$5 per Transcript**

**I hereby give permission to Marion Technical College to release Transcripts or information related to the classes I attended to the following:** (Please include specific mailing address and any applicable departments/personnel.)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of copies: \_\_\_\_\_

Number of copies: \_\_\_\_\_

Enclosed please find \$\_\_\_\_\_ based on the transcript fee above. Payment must be received before transcript will be released. **Cash or a check/money order payable in to MTC ONLY.**

Mail this completed form and \$5.00 transcript fee to:

**Marion Technical College**  
Attention: Student Services  
1014 SW 7<sup>th</sup> Road  
Ocala, FL 34471

Form may also be submitted in person in the Student Services Department: (352) 671-4134.

*Equal Opportunity Schools*

Processed on: \_\_\_\_\_