



Medical University of the Americas
Transcript Request Form

Office of Registrar
27 Jackson Road, Suite 302
Devens, Massachusetts 01434, USA

It is the policy of Medical University of the Americas to send Official Transcripts **ONLY** to designated colleges, recognized institutions and/or employers. We **DO NOT** send official copies to students. All copies released directly to the student are in the form of grade reports.

Regulation Governing the Issuance of Transcripts

- (1) Financial obligations to the school must be met before transcripts are released.
- (2) All transcript requests must be in writing. Due to confidentiality purposes, transcript requests by telephone or email will not be accepted.
- (3) Transcripts can be purchased at the rate of \$10 per copy.
- (4) Payment by money order or check in US dollars will be processed within three (3) to five (5) business days. NO REQUEST WILL BE PROCESSED WITHOUT PAYMENT. Credit cards are not accepted.
- (5) Added fees apply for overnight delivery. Within the U.S., an additional \$25 fee is applicable, please inquire for costs of rush delivery outside of U.S.

Student Name _____
Address _____
City _____ State _____ Zip _____
Phone (____) _____ Email Address _____
Social Security/SIN # ***/**/_____ Dates of Attendance _____

Check One: Current Student Past Student Graduate
Check One: Issue Transcript Now Hold for Semester Grades Grade Report (No Fee)

Signature _____

Please Print Legibly

Send to:
Contact Name: _____ Institution Name: _____
Address _____

Grade Reports, Please Check One: Mail to Permanent Address Send Via E-Mail

Paid \$ _____ Date _____ OFFICE USE ONLY
Release Transcript _____ Hold Transcript _____