



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. These are printed on plain white paper and do not bear the college seal.

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 request 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, bank draft, or cashier's check in US dollars will be processed within three (3) to five (5) business days. Payment by personal check will be processed in ten (10) business days. NO REQUEST WILL BE PROCESSED WITHOUT PAYMENT. Credit cards are not accepted.

Student Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Email Address _____

Social Security # ____/____/____ Dates of Attendance _____

Check One: Current student Graduate/Date Graduated _____ Degree _____

Check One: Issue transcript at once Hold for semester grades Send supplement

Signature _____

Please send to:

Name _____

Address _____

OFFICE USE ONLY

Paid \$ _____ Date _____ Release Transcript _____ Hold Transcript _____