



Mid Michigan Community College

Transcript Request Form

Mail Transcript To:

Institution Name: _____

Department: _____

Street Address: _____ P.O. Box Number: _____

City/State/Zip: _____

MMCC Student Information

Name: _____

Former Name (if it applies): _____

Date of Birth (MM/DD/YYYY): ____/____/____

Street Address: _____

City/State/Zip: _____

Phone: _____ Last Year Attended: _____

E-Mail Address: _____

MMCC ID (or SS #): _____ Number of Copies: _____

Signature (required) _____ Date: _____

Transcripts will not be issued for students with financial obligations to MMCC. Normal processing time is within three business days of the receipt of your request. During end-of-semester grading and peak registration periods, requests may be delayed 7-10 business days. Transcripts sent outside of the United States will require a fee. Contact Enrollment Services at (989) 773-6622, ext. 221 or ext. 241 or via email at enrollment@midmich.edu for more information.

The MACRAO transfer agreement is designed to facilitate transfer processes from Michigan's community colleges to other higher education institutions. We will automatically verify MACRAO requirements and post a MACRAO Training Credential to your transcript if applicable.

Check here if you attended prior to 1985

PLEASE CHECK ONE IF APPROPRIATE

Hold for Grades (select semester):

Fall Winter Spring

Hold for Degree (select semester):

Fall Winter Spring

Mail, fax or email requests to:

MMCC Transcripts
2600 S. Summerton Road Mt.
Pleasant, MI 48858
(989) 772-2386 – Fax
enrollment@midmich.edu
(989) 773-6622 – phone ext.221 or ext. 241