



Document Request Form

Office of the Registrar

To complete your payment, call Bursar Department at 305-442-9223 Ext 6074

Once payment is completed, email forms to Registrar Department: registrar@mru.edu

Contact Information Directions: in order for your Document Request to be processed ALL AREAS below must be completed

Print Current Name: _____

Previous name, at the time you attended school if changed: _____

Program: _____ Month/Year Attended: _____ to _____

Current Address: _____ Apt#: _____

City: _____ State: _____ Zip Code: _____

Mobile Phone: _____ Home Phone: _____

Personal Email Address: _____

Employer: _____ Position: _____

Quantity of Order Directions: Mark an "X" if you are requesting the Free Graduate Diploma & Official Transcripts. If ordering other document service(s), please write next to your selection the numeric desired order amount for each service needed.

PLEASE NOTE A \$30.00 DOLLAR CHARGE WILL BE APPLIED FOR DELIVERY OF ANY DIPLOMA.

Free Graduate Diploma & Official Transcript Request (Limited one time only per student)

(Qty)— Unofficial Transcript Fee: \$ 5.00 per copy

(Qty)— Official Transcript Fee: \$ 10.00 per copy

(Qty)—Diploma Fee: \$ 25.00 per copy

(Qty)—Enrollment Letter/Academic Record Copies Fee: \$ 1.00 per page

Directions: Choose one (1) of the following options:

Student Pick Up at the Office of the Registrar OR Mail to:

Name/Institution Name: _____

ATTN: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

By signing this document, you authorize MRU to release your transcripts/documents to the above addresses Institution or Individual. Please expect a 2-3 weeks processing time for Transcripts and 6-8 weeks for Diplomas. Requests can be made online or in person. In accordance with the Family Educational Rights and Privacy Act of 1974, requests CANNOT be processed without a legal signature-be sure to sign this form. Telephone requests cannot be honored. The Office of the Registrar will not fax transcripts. Financial Holds: if you have an outstanding financial obligation with the University, transcripts or diplomas cannot be issued. Please contact the Bursar's office to make the necessary payment arrangements at 305-442-9223 ext 6057. Once your account is cleared, please email registrar@mru.edu so that we may complete processing your request. Transcripts not picked up within 30 days will be destroyed and fees are non-refundable. Contact the University if you have any questions about your request.

Signature agreeing to the Above

Date of Request

| OFFICE USE ONLY | | |
|-----------------|---------------|-------------------------|
| Date Received: | Processed By: | Date Request Completed: |
| Notes: | | |