



Missouri State
UNIVERSITY

MISSOURI STATE UNIVERSITY
MDI TRANSCRIPT REQUEST FORM

Student records are confidential, and transcripts are issued only at the written request of the student. Telephone requests are not accepted. All requests must include the student's signature and payment of the \$10.00 per transcript processing fee is required prior for the release of all transcripts.

Full Name: _____ Date of Birth: _____

Name while attending: (If different from above) _____

Address: (From time of attendance) _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Other Phone: _____

Email: _____ SS#: _____

Deliver transcript via:

- o Mail: (Address) _____
o E-mail: _____
o Pick up: (Must present ID)

Student's Signature

Date

(This signature is required to authorize the release of your transcript to the party listed above.)

Payment Information:

A charge of \$10.00 is made for each transcript (including transcripts sent electronically). Payment must accompany request.

• Check/Money Order Enclosed (Do not mail cash) • Visa • MasterCard • Discover • AMEX

Card Number _____ Exp Date: ____/____ VIN Code: (3 digits on back) ____

Cardholder's signature (required for credit card requests)

Date

Mail form to: Management Development Institute, MSU, 901 S. National, Springfield, MO 65897

Or Fax form to: 417-836-7666

Questions: Contact Belinda Davis at 417-836-5667 or bdavis@missouristate.edu