



## Mary Baldwin University

Office of the Registrar  
PO BOX 1500  
Staunton, VA 24402-1500  
Phone: 540-887-7071

If you have a 'hold' on your account, a transcript may not be processed. Please check for any holds through MyMBU or contact Student Accounts, 540-887-7000.

### **Transcript Request**

Name.....  
(Include name you attended under and current)

Current Address.....

.....

SSN or Student ID# .....

Dates attended .....

In the space below *print* plainly the *complete* name and address of person or institution to which the transcript is to be sent. By signature hereon I authorize the release of this information to this address.

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Date request is made.....

No. of copies to be mailed .....

Be aware that final grades are posted on transcripts about one week after a term ends and degrees are posted on the conferral date. Please be sure to check your unofficial transcript on [MyMBU](#) **BEFORE** ordering a transcript to verify final grades or degree have posted. **We do not hold transcript requests and your request will be processed as soon as it placed.**

Signed.....

Daytime Phone Number.....

Email address .....

**We do not accept transcript requests by fax or email. Mail or present your request in person along with a \$6.00 payment for each transcript, payable with check, cash, or money order.**