

TRANSCRIPT REQUEST FORM

East Mississippi Community College
Admissions & Records Office

Scooba Campus P. O. Box 158 Scooba, MS 39358-0158 Phone: 662-476-5039 Fax: 662-476-5038	Golden Triangle Campus P. O. Box 100 Mayhew, MS 39753-0100 Phone: 662-243-1920 Fax: 662-243-1955
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First/Initial transcript is FREE; all subsequent requests are \$5.00 each,
(Faxed transcripts are unofficial)

See additional directions

When completing this form, please print clearly and legibly.

PLEASE SEND: _____ Official Copy	_____ Student Copy
TO: _____	TO: _____
_____	_____
_____	_____

_____ Send transcript now					
_____ Send transcript at end of term:	SPR	SUM	FALL	INT I	INT II
_____ Send transcript once degree is posted					
_____ Official transcript issued to student in sealed envelope					

NAME: _____

Last First Middle Maiden/All Other

ADDRESS: _____

Route, Street, or P. O. Box City State Zip

PHONE: _____ BIRTHDATE: _____ SS NO.: _____

DATES ATTENDED: _____ CAMPUS(ES): Scooba Golden Triangle CAFB MNAS

SIGNATURE: _____ DATE: _____

*****FOR EMCC OFFICE USE ONLY*****			
FIRST REQUEST – NO CHARGE			
AMOUNT PAID: \$	CASH	CHECK #	MONEY ORDER
DATE PROCESSED:	PROCESSED BY:		
HOLDS:			

East Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
 Dr. Jackie Stennis, Vice President – Scooba Campus
 Davis Administration Building
 P. O. Box 158, Scooba, MS 39358
 662-476-8442

Directions for obtaining the outgoing transcript:

1. To obtain the official or unofficial copy of the transcript, a written request for the transcript is required. The outgoing transcript form is posted as a *printable document* on the college website (www.eastms.edu) for use.
2. Request for transcripts of students attending prior to 1990 must be submitted to the campus attended. For example, student requests for Meridian Naval Air Station and Columbus Air Force Base must be sent to the main campus at our EMCC Scooba Campus
3. First Initial requests for a transcript are FREE; all subsequent requests are five dollars each. All fax transcript copies are five dollars
4. When submitting payment, do not send cash. The fee of \$5 may be paid via personal check or money order. Anyone paying by debit/credit cards must submit the following: debit/credit card number, card expiration date and the billing address and zip code of the card holder. EMCC only accepts VISA, MASTERCARD or DISCOVER cards. Debit/credit card information must be written onto the request form; *it cannot be given verbally*. However, for transcript payments being made at the EMCC, Scooba Campus you must contact the Business office on that particular campus; their phone numbers are 662/476-5070 or 476-5114
5. Questions concerning the transcript must be directed to the campus the request has been sent to:
Main campus at Scooba MS – 662/476-5039 and/or
Golden Triangle Campus at Mayhew, MS 662/243-7477 or 243-1920