



# Transcript Request

Student ID# \_\_\_\_\_

## Registrar's Office

Cambridge College  
500 Rutherford Avenue  
Boston, MA 02129  
Phone: 617.873.0101  
Fax: 617.242.0026  
registrar@cambridgecollege.edu

**Processing time is 7-10 business days.  
Transcripts will be mailed  
by standard USPS service only.**

## Your Cambridge College Location

- Boston
- Lawrence
- Springfield
- Puerto Rico
- Southern California
- Other \_\_\_\_\_

## Student Information PLEASE PRINT CLEARLY and COMPLETE ALL INFORMATION

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

### Dates of

**Enrollment** from \_\_\_\_\_ to \_\_\_\_\_ Former name \_\_\_\_\_

**Graduated?**  No  Yes Year: \_\_\_\_\_

Phone  home  cell ( \_\_\_\_\_ ) \_\_\_\_\_

Work Phone / ext. ( \_\_\_\_\_ ) \_\_\_\_\_

**Requests for official transcripts cannot be processed if student has a financial hold.**

### Transcript Retrieval Information

If you have more than one degree from Cambridge College, **please indicate which transcript(s) you would like.** Each degree requires a separate transcript.

	How many <b>official</b> transcripts @ \$5 each	How many <b>unofficial</b> transcripts @ \$2 each
Bachelor's degree		
Master of Education		
Master of Business Administration		
Master of Management		
Certificate of Advanced Graduate Studies		
Doctor of Education		
Certificate		
Non-matriculated student		

### Send OFFICIAL transcript to ADDRESS:

number of copies \_\_\_\_\_ to be mailed to:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

number of copies \_\_\_\_\_ to be mailed to:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

number of copies \_\_\_\_\_ to be mailed to:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Send UNOFFICIAL transcript to ADDRESS:

number of copies \_\_\_\_\_ to be mailed to:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Optional

Hold for term grades  Hold for graduation date

### Payment

Credit card  e-check

**Credit card and e-check payments must be made online** via the link below. We cannot take payment over the phone.

<https://cambridgecollege.afford.com/IPPT/MakeAPayment>

*(If the link doesn't bring you directly to the transcript ordering portal, select "Transcript Request Payment Portal" from the "Make a One-Time Payment" dropdown, then click the blue "Make a One-Time Payment" rectangle.)*

### IMPORTANT:

Please include your confirmation number: \_\_\_\_\_

### Signature

on paper  
printout \_\_\_\_\_

Date \_\_\_\_\_

Business Clearance	Balance Due \$	Refund Due \$
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