

To make your payment, contact the Office of the **Bursar at 305-442-9223 Ext 6403**

Once payment is completed, Email forms to the Office of the Registrar at registrar@mru.edu

For the Document Request to be processed ALL AREAS below must be completed

Print Current Name: \_\_\_\_\_ Previous name, if apply: \_\_\_\_\_

Program \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

**Please mark in the box the number of copies you need.**

**PLEASE NOTE A \$30.00 DOLLAR CHARGE WILL BE APPLIED FOR THE UPS DELIVERY OF ANY DOCUMENTS**

<input type="checkbox"/>	(Qty)— Unofficial Transcript	Fee: \$ 5.00 per copy
<input type="checkbox"/>	(Qty)— Official Transcript	Fee: \$ 10.00 per copy
<input type="checkbox"/>	(Qty)—Diploma	Fee: \$ 25.00 per copy
<input type="checkbox"/>	(Qty)—Enrollment Letter/Academic Record Copies	Fee: \$ 1.00 per page
<input type="checkbox"/>	(Qty)—UPS delivery of any Documents	Fee: \$ 30.00 per package

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

<input type="checkbox"/>	Student Pick Up at the Office of the Registrar	OR	<input type="checkbox"/>	Regular 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 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.**

**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. 6403. Once your account is cleared, please email [registrar@mru.edu](mailto: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:
Financial Aid Approval: (If applicable)	Bursar Approvals:	