

## TRANSCRIPT REQUEST FORM

To request official transcripts, submit a copy of this form to each college/university/high school you have attended (make copies of this form if needed). Before mailing this form to the college/university/high school, check with each institution to determine whether they require a processing fee.

To \_\_\_\_\_  
(Name of Institution)

Please send one (1) **official** transcript to the following address:

Office of Admissions & Records  
Ferris State University  
1201 South State Street CSS 201  
Big Rapids MI 49307-2020  
1-800-433-7747

Name \_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
(Maiden/Other names if applicable)

Current Address \_\_\_\_\_  
\_\_\_\_\_

Social Security/Student Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Day Phone Number \_\_\_\_\_

Dates Attended \_\_\_\_\_ To \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_