

RUSH TRANSCRIPTS

Rush transcripts are transcript requests that can be processed and mailed, or picked up, within twenty-four hours of request provided there are no extenuating circumstances (such as unpaid bills).*

Important Information regarding rush transcripts:

- Rush service applies to official transcripts only
- Rush transcripts, when mailed, are mailed first class mail
- Fees for rush transcripts must be paid when requesting or picking up-MSM will not bill for rush transcripts
- We will rush no more than 3 transcripts at any one time, the fee applies per transcript copy

Please note that all transcript requests must contain the following information:

- Signature from student releasing the transcript
- Full name as it appeared during attendance
- Social security number
- Dates of attendance
- Name and address of the party the transcript is to be sent to
- 5.00 per copy fee (25.00 for rush)

* Please note that 24 hour processing refers to normal business days and hours (i.e. M-F 8:30-5:00)