



92 Western Avenue, Fairfield, Maine 04937  
(207) 453-5000 Fax (207) 453-5010  
www.kvcc.me.edu

## Request for Academic Transcript

Official transcripts are released / mailed in sealed envelopes. Transcripts released to students are marked "STUDENT'S COPY".

Student ID #: \_\_\_\_\_ Last 4 Digits of SSN if Student ID Not Known: \_\_\_\_\_

Name: \_\_\_\_\_ Former Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Mailing Address:

\_\_\_\_\_  
PO Box or Street Address

\_\_\_\_\_  
City, State ZIP

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Transcript Processing Information

Official Copies \_\_\_\_\_  Student Copy Number of Copies: \_\_\_\_\_

(\$10)  Within 1-3 Business Days

(\$3)  Within 7-10 Business Days

(\$10)  Fax Number: \_\_\_\_\_ (unofficial only)

(\$3)  After Degree Awarded / Grades Posted for:

CC Info:  MC  Visa  Discover \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

We accept cash, checks and money orders. To pay by phone, please contact our Business Office at 453-5140

**Send Transcripts to:** (Student must provide Complete mailing address including Name/Department/Organization)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Special Instructions?

For those enrolled in the **A.A. in Liberal Studies** fall 2017 or later: I have fulfilled the **Maine Community College System/University of Maine System Transfer-Out Block** (34-35 credits of general education coursework) and wish to have my transcript reviewed and certified, if appropriate.

Student Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:  Meets Block  Does Not Meet Block Certification Reviewed By: \_\_\_\_\_

Paid: \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Date Mailed \_\_\_\_\_