

After completing form, email it to:

registrar@cambridgecollege.edu
Or submit to: Registrar's Office
 Cambridge College
 500 Rutherford Avenue
 Boston, MA 02129

Or fax to: 617.242.0026

Unofficial Transcript Request

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

Student Information

PLEASE PRINT CLEARLY and COMPLETE ALL INFORMATION

TRANSCRIPTS CANNOT BE EMAILED OR FAXED

Last name _____ First name _____ Middle name _____

Dates of Enrollment from _____ to _____ Former name _____

Graduated? No Yes Year: _____ Phone home cell _____

Email address _____

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 unofficial transcripts @\$2 each
Associate of Science	
Bachelor of Science	
Bachelor of Arts	
Master of Science	
Master of Education	
Master of Business Administration	
Master of Management	
Certificate of Advanced Graduate Studies	
Doctor of Education	
Doctor of Business Administration	
Doctor of Philosophy	
Certificate _____	
Non-matriculated student	

Optional

Hold for term grades _____ Hold for graduation date _____

Send UNOFFICIAL transcript to ADDRESS:

number of copies _____ to be mailed to:

Name _____

Street _____

City _____ State _____ Zip _____

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 or electronic* _____

Date _____

***Please see electronic signature options on the Registrar's web page.**

Business Clearance	Balance Due \$	Refund Due \$
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