

**Official Transcript Request**  
 O/DEAN, ORD (MADN-ORD)  
 ATTN: Graduate Records  
 United States Military Academy  
 Official Mail & Distribution Center  
 646 Swift Road  
 West Point, New York 10996-1905

**PLEASE PRINT CLEARLY**

Date \_\_\_\_\_

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Last Name	First Name	Middle Initial	Maiden/Former Name if applicable
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Street/City/State/Zip \_\_\_\_\_

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Social Security Number	Graduation Class Year/Years Attended
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**CHECK ALL THAT APPLY**

- Enrollment Verification
- mail to your above address
- mail to the address(es) listed below
- TO BE PICKED UP

- Records Review for Class Year Reinstatement
- Official (signed & sealed)
- Unofficial for Cadet's records
- hold for final grades
- include class rank (***graduates only***)

1<sup>st</sup> ADDRESS (# of Transcripts) \_\_\_\_\_

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3<sup>rd</sup> ADDRESS (# of Transcripts) \_\_\_\_\_

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2<sup>nd</sup> ADDRESS (# of Transcripts) \_\_\_\_\_

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4<sup>th</sup> ADDRESS (# of Transcripts) \_\_\_\_\_

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TOTAL NUMBER OF TRANSCRIPTS ORDERED \_\_\_\_\_ **STUDENT SIGNATURE** \_\_\_\_\_

*Fee/Fee Waived*

\$\_\_\_\_\_ **Check/Money Order** enclosed (**credit cards cannot be accepted**) Payable to Treasurer of the United States

Transcripts are \$3.50 for the first copy and 0.45¢ for each additional, on the same request. Payment must accompany each order. Fees cannot be charged to credit cards.

**If you wish the transcript(s) to be mailed out by Federal Express, include a Federal Express account number or credit card number with expiration date for billing. REMEMBER Federal Express needs a STREET address; it cannot be sent to a Post Office Box Number. We cannot FAX transcripts.**  
**NOTE: Fee's start at an average of \$17 or higher if choosing to use your credit card as funds for FedEx overnight**

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