



U. S. Merchant Marine Academy

U.S. Department of Transportation

Kings Point, NY 11024-1699

Maritime
Administration

Office of the Registrar
516-726-5799 / 516-773-5241 (fax)
REGISTRAR@USMMA.EDU

TRANSCRIPT REQUEST FORM

Date of Request: _____

Name (Last, First, Middle): _____ Maiden Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Dates of Attendance at Kings Point: _____ TO _____

FOR OFFICIAL TRANSCRIPT

Please Check One:

- Send Transcript Now
- Hold Until Grades Have Been Posted
For Current Semester
- Hold for Degree Statement

FOR UNOFFICIAL TRANSCRIPT

Please Check One:

- Email Address: _____
- Fax To: _____

Mail Transcript To:

I hereby give my permission to release the above information to the persons/company named above.

SIGNATURE (REQUIRED) Electronic Signature Not Accepted.

STUDENTS AND MIDSHIPMEN: Please fill a separate request for each address. No request can be honored for ANYONE whose account with Kings Point is not cleared. Requests must be filed for follow up transcripts. Additional time is required to fill requests at the beginning and end of each semester. Requests will be processed within 7-10 working days. There is NO FEE for STANDARD official transcripts.

The U. S. Merchant Marine Academy is an accredited institution under the rules of the Middle States Association of Colleges & Schools.