



Transcript Release Form

Sponsor name: (Affix label)

Missouri University of Science and Technology (Missouri S&T) has received authorization from a third party (sponsor) that they will pay all or part of your eligible tuition and fees. As an international sponsored student, you may be required to provide a mid-term grade report and an official transcript to your sponsor at the end of each semester.

Missouri S&T requires written authorization from you to release your academic record to your sponsor. By submitting this form, you are giving permission to Sponsored Student Services to obtain and release your mid-term grade report and transcript to your sponsor as needed, both for academic reports and/or reports from the Intensive English Program.

This release will remain in effect throughout your attendance at Missouri S&T and/or the Applied Language Institute at Missouri S&T. Should your sponsorship status change or if you would like to cancel this permission, please submit written notice to Sponsored Student Services.

Please complete the information below and submit this form to Sponsored Student Services in 111 Southwestern Bell Cultural Center.

Name: _____
Last/family name First/given name Middle name

S&T student ID number: _____ **Date of birth:** _____

Current address: _____
Address City, State, Zip code

Email: _____ **Phone number:** _____

Enrollment status: Currently enrolled on campus Last enrolled (year): _____

This form is only to be used for sending mid-term grade reports and official transcripts to your sponsor. Should you require a transcript for personal use, please contact the Office of the Registrar in 103 Parker Hall to make this request.

By signing below, I give Sponsored Student Services permission to request my mid-term grade report and official transcript from the Registrar and send to my sponsor as required. I understand that this permission remains in effect for the duration of my sponsorship unless I make a written request to cancel it.

Signature: _____ **Date:** _____