

## MDID Alumni Transcript Request Form

**[MDID only releases unofficial transcripts directly to alumni, students and parents. Official transcripts need to be mailed or emailed directly to the schools, colleges, universities and institutions in a sealed envelope]**

Year of graduation or attended MDID:	
Student Name:	Student ID:
Copies required:	
Purpose for requesting the transcript:	
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Choose a method on how do you want the transcript to be delivered:

Method 1 - Hard copy self pickup (Sealed envelope)

Expected pick up date:	
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Method 2 - Send official transcript to schools, colleges, universities or institutions admission/administration officer email.

College Name:	Officer contact name:
Officer email:	

Method 3 - Hard copy postal service. Additional cost for postal service will occur.

College Name:	Contact Name:
Address:	
City:	State/Province:
Country:	Zip:

Student Signature: _____ Date: _____
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Once complete, please email this form to: [mdid@ms.mingdao.edu.tw](mailto:mdid@ms.mingdao.edu.tw)

MDID Official use ONLY

General affairs approval and signature
<input type="checkbox"/> Approval      Signature: _____ Date: _____
<input type="checkbox"/> Total cost      _____
Academic approval and signature
<input type="checkbox"/> Approval      Signature: _____ Date: _____
Director approval and signature
<input type="checkbox"/> Approval      Signature: _____ Date: _____

Postal date & Track / Pick update / Email date
Date: _____ Info: _____
Signature: _____