

MASTER OF SCIENCE IN HOSPITALITY BUSINESS

THE MICHAEL L. MINOR MASTER OF SCIENCE IN FOODSERVICE MANAGEMENT



**Transcript
Request**

**MICHIGAN STATE
UNIVERSITY**

To the Applicant:

Print the information requested below and send this form with the enclosed transcript envelope, which you have addressed to yourself, to your college or university registrar. If your transcript and diploma are in a language other than English, please provide an official translation in English.

Name _____
(Surname/Family Name) (First) (Middle)

U.S. Social Security Number _____

School _____

Dates of Enrollment _____ Degree and Year _____

I hereby request the release of an official transcript and comments on my academic record to *The School of Hospitality Business* at Michigan State University.

Signature Date

To the Registrar:

The person named above is applying to a Master of Science Program in *The School of Hospitality Business* at Michigan State University, and we are asking your assistance in the application process. Please complete this form and enclose it with two copies of the applicant's academic transcript in the envelope provided. Please seal the envelope, sign across the seal, and return it to the applicant so that it can be submitted with the application. If this procedure is contrary to your policy, please send the transcripts directly to The Office of Admissions and Scholarships, Michigan State University, 250 Administration Building, East Lansing, Michigan 48824-0590. **Thank you for your cooperation.**

Class ranking of applicant _____ in a class of _____

If your grade-point system is different than A = 4, B = 3, etc., please explain.

Signature and title of school official completing this form Date