

**REVERSE TRANSFER AGREEMENT  
Transcript Request Form**



**EASTERN MICHIGAN UNIVERSITY  
OFFICE OF RECORDS AND REGISTRATION  
303 Pierce Hall, Ypsilanti, MI 48197  
734.487.4111  
FAX: 734.487.6808**



*Please complete, sign and then mail, fax, or deliver in person to the above address.*

EMU Student ID Number \_\_\_\_\_ MCC Student ID Number \_\_\_\_\_ Birth date (mm/dd/yy) \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Former (If Applicable) \_\_\_\_\_

Current Street Address \_\_\_\_\_ email address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_  
Last Term @ EMU

\_\_\_\_\_  
Last Term @ MCC

**CHECK ONE:**

SEND TRANSCRIPT AS IS

HOLD UNTIL END OF NEXT GRADING PERIOD

**Requests completed using this form will be sent automatically to:**

ATTN: Reverse Transfer Evaluation, Mott Community College, Office of Records, 1401 E. Court Street, Flint, MI 48503. Transcript fees will be waived. Transcripts will not be issued for anyone with a financial hold at Eastern Michigan University.

***FERPA Statement:***

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, updated January 2009, I understand that my educational records cannot be released without my written permission. I authorize the release of my academic records from Eastern Michigan University to MCC, and the release of any additional academic records from MCC to Eastern Michigan University, in order to share student data information between the two institutions without the violation of FERPA. I understand that I have the right to rescind this release agreement at any time by notifying the Office of Records and Registration at Eastern Michigan University and the Office of the Registrar at Mott Community College.

My signature below is agreement that:

- ✓ I understand the FERPA statement and agree to my student records being shared between EMU and MCC for the purpose of credit evaluation to determine the awarding of an Associate Degree from Mott Community College.
- ✓ If applicable, an appropriate Associate Degree will be awarded based on my records, requirements of the degree, and credits earned. If I have completed the requirements of any degree program at MCC, I will be awarded the degree. In some cases the awarded Associate Degree may not be the degree I declared that I was pursuing while a student at MCC.
- ✓ If it is appropriate to award an Associate Degree, my signature below gives permission to MCC to award the degree and notify me of the results without further intervention on my part.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

**OFFICE USE ONLY - REVERSE TRANSFER AGREEMENT:**

DATE SUBMITTED \_\_\_\_\_

COPY TO MCC \_\_\_\_\_

TIME SUBMITTED \_\_\_\_\_

CHECKED FOR HOLDS \_\_\_\_\_

R&R STAFF INITIALS \_\_\_\_\_