



OFFICIAL TRANSCRIPT REQUEST FORM

GENERAL INFORMATION

Please mail, fax, or email (as an attachment) the completed form to Registration & Records. Please be sure that the form is signed. If emailing, you can sign the document, scan it and then email to us. Official transcripts will not be released unless all past due financial obligations are settled. There is no charge for transcripts. **INCOMPLETE FORMS WILL DELAY PROCESSING.**

STUDENT INFORMATION (please print)

Student ID Number (Use Social Security Number if Student ID number is unknown) _____ Date of Birth _____ Telephone Number _____

Last Name _____ First Name _____ Middle Name _____

Previous/Former Name(s), if applicable _____

Current Address _____ City _____ State _____ Zip Code _____

Dates of Attendance _____ Degree(s) Received, if any _____

TRANSCRIPT INFORMATION (please print)

I want an **ISSUED TO STUDENT** copy of my transcript. (An issued to Student copy is printed on transcript paper, stamped "Issued to Student" and sealed in an envelope. The "Issued to Student" stamp **prevents** the transcript from being considered official.) NOTE: Unofficial copies of student transcripts are also available by logging into WebAdvisor at <https://my.hfcc.edu/webadvisor> .

I want an **OFFICIAL COPY** of my transcript to be sent to the address provided. (An Official Copy of your transcript is sent directly from HFCC to an external agent such as another college or your employer. You may not mail nor carry official transcripts.)

- Check the boxes that apply:
- Send after current semester grades are posted.
 - Send after degree is posted. (usually 4 weeks after the semester ends)
 - I am a member of Phi Theta Kappa. Please stamp my transcript.
 - MACRAO Certify
 - Send as soon as possible.

Student Signature _____ Date _____

MAILING INFORMATION

This will be a mailing label. Please print clearly.
Print the name and address of the institution or individual we should mail your transcript to:

NAME: _____
ATTN: _____
ADDRESS: _____
CITY/STATE: _____ ZIP: _____