

**Transcript Request Form** (please use ink)

Social Security # \_\_\_\_\_

Student ID # \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address \_\_\_\_\_  
\_\_\_\_\_

Phone# \_\_\_\_\_

Email address we can contact you at if we have questions: \_\_\_\_\_

Maiden or other name at time of entrance to HCC \_\_\_\_\_ Birth date \_\_\_\_\_

Check here if you are currently enrolled at HCC \_\_\_\_\_ Or date of last enrollment \_\_\_\_\_

How many transcripts are you ordering? (Write in quantity on the appropriate line)

\_\_\_\_ Official Transcript-\$6.00 ea. \_\_\_\_ Unofficial Student Copy-\$1.00 ea. \_\_\_\_ Unofficial Faxed Copy-\$8.00 ea.

\_\_\_\_ Overnight Delivery-\$26.00 ea. (Physical street address required, NO PO Box. Form turned in by 11:00 am)

Please send my transcript to: (Applicant is responsible for correct name & address)

1) \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: (Check all that apply)

- \_\_\_\_ a. Send now, do not hold for grades  
\_\_\_\_ b. Hold for posting of final grades  
\_\_\_\_ c. Hold for posting of degree  
\_\_\_\_ d. Hold for a grade change  
\_\_\_\_ e. Will pick up transcript

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**HCC accepts cash, check, VISA, MasterCard, Discover or Debit Card. If paying by credit you may enter card information here:**

Card Type \_\_\_\_\_

Card Number \_\_\_\_\_

EXP Date and 3 Digit Code \_\_\_\_\_

**OFFICE USE ONLY**

Fill in all blanks

Amount \_\_\_\_\_

Money Taken by \_\_\_\_\_

Transcript sent by \_\_\_\_\_

Date Transcript sent \_\_\_\_\_

**Requests should be mailed to:**

**Hutchinson Community College  
Attn: Records  
1300 N. Plum  
Hutchinson, KS 67501**