

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

OFFICE USE ONLY Fill in <u>all</u> blanks Amount _____ Money Taken by _____ Transcript sent by _____ Date Transcript sent _____
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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-\$3.00 ea. \_\_\_\_ Unofficial Student Copy-\$1.00 ea. \_\_\_\_ Unofficial Faxed Copy-\$5.00 ea.

\_\_\_\_ Overnight Delivery-\$23.00 ea. (Physical street address required, NO PO Box)

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

<b>Requests should be mailed to:</b>  <b>Hutchinson Community College</b> <b>Attn: Records</b> <b>1300 N. Plum</b> <b>Hutchinson, KS 67501</b>
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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 \_\_\_\_\_