Hiwassee College

Registrar's Office
225 Hiwassee College Drive
Madisonville, TN 37354
Phone 423-420-1226 – Fax 423-420-1920

Transcript Request

Transcripts are $5.00 each

- Print and complete this form or write a letter containing all information, including signature.
- Mail the request to **Hiwassee College, Registrar's Office, 225 Hiwassee College Drive, Madisonville, TN 37354**; fax to **423-420-1920**; or bring the form to the Registrar's Office in the Barker Learning Center.
- A fee of **$5.00** per copy must accompany each transcript request. Make check or money order payable to Hiwassee College. If you prefer to use a Credit Card, please supply the information in the box below. Student accounts must be paid in full prior to release of transcripts.

Name: _____
Last First Middle Maiden/Former

Social Security Number: _____ Year of Last Attendance: _____

Print **clearly** the **complete** name and address of the individual or institution where you wish your transcript sent.

Send my official transcript to: _____

_____

_____

_____

_____ Send now

_____ Hold until end of term

Current Home Address:

_____

_____

Phone Number: _____

_____

Email Address: _____

_____

_____ _____
Student Signature Date

Credit Card #: _____ ___ Visa ___ American Express

Expiration Date: _____ ___ MasterCard ___ Discover

For Office Use Only:
C Paid: ___Cash ___ Ck ___ CrCd Mailed_____
NC Date: _____ Approved by: _____ P/U _____