

Hiwassee College

Office of the Registrar

Official Transcript Request

Please print clearly

Financial obligations to the College must be cleared before requests will be honored. Only Hiwassee College transcripts may be requested or released. Transcripts will be sent by USPS first-class mail. Outgoing transcripts may NOT be faxed. Requests are usually processed within two business days. **A fee of \$15.00 per copy must accompany the transcript request.**

Student Name: _____

Name used when enrolled (if different): _____

Student ID# or SS#: _____ Date of Birth: _____

Phone: _____ Email Address: _____

Mail transcript to:

Name(s): _____

Address: _____

Number of copies to the address above: _____

Number of copies send to additional address on attached sheet: _____ Total # of copies requested: _____

This request is for: Study Abroad Transfer LSDAS MCAS Graduate/Professional School
 Scholarship/Fellowship Application Other

Processing Instructions:

- Hold this request until the current term's grades are posted Hold for pickup
 Hold for degree conferral Send Immediately

Payment

Credit Card #: _____ Visa American Express
Expiration Date: _____ Master Card Discover

Signature: _____ Date: _____

All requests require an original signature of the student. Requests without a signature will NOT be processed.

Return your completed request in person, by mail, email or by fax, to:

Hiwassee College
Office of the Registrar
225 Hiwassee College Drive
Madisonville, TN 37354
Email: smithvi@hiwassee.edu
FAX: 423-420-1894

For Office Use Only

C NC Paid Cash Check CC

Date: _____

Initials: _____