

Transcript Request – Mail Only

Mail to Above Address- Office of the Registrar, Attn: Transcripts

Instructions:

1. Please type or print clearly.
2. You are responsible for correct and complete address.
3. One form per request.
4. If "Process now" is selected below, your Harper transcript will be mailed generally within four working days.
5. A fee of \$5 per transcript is required. The \$5 fee must accompany this request in the form of a money order or personal check. Your transcript will not be mailed unless payment is received. Please plan accordingly.
6. Harper College does not fax unofficial transcripts
7. The College reserves the right to withhold transcripts of persons who have past due monetary obligations such as tuition, fees or materials.

Harper ID or Social Security No. _____ Last semester attended _____

Student's Name _____ Former Name _____

Address _____ Apt. _____

City _____ State _____ Zip _____

Phone _____ Birth Date _____ Email _____

Send Transcript To:

Name _____

Address _____

City / State / Zip _____

Check appropriate box(es)

	I will pick up transcript(s) personally.
	If you authorize another person to pick up your transcript, indicate their name below. Authorized person must bring personal identification (i.e. drivers license, state ID) in order to pick up transcript.
	Process now
	Hold for current semester grades. Which semester? Fall _____ Sp _____ Sum _____
	Hold until Harper degree or certificate is posted. Which semester? Fall _____ Sp _____ Sum _____
	Include detailed transcript (all AP, CLEP, Proficiency and Transfer Credit, if evaluated, will appear on transcript)
	Hold until the Illinois General Education Core Curriculum is posted. Which semester? Fall ____ Sp ____ Sum ____

Student Signature _____

Date _____

If authorizing another person to pick up transcript, please print name above _____

Relationship _____