

How to request your transcript from Hocking College

Mail your request form to:

Hocking College
Attn: Registrar's Office
3301 Hocking Parkway
Nelsonville OH 45764

Please allow three business days to process all transcript requests.

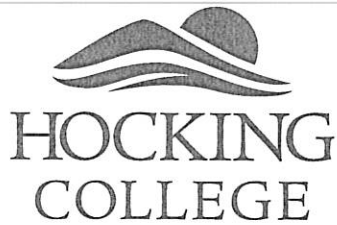
The cost of a transcript is \$5.00 per transcript requested.

Hocking College accepts cash, check or money order (payable to Hocking College), as well as Visa, MasterCard, Discover, and American Express. There is a \$5 convenience fee for all credit card transactions.

RESTRICTIONS:

- Hocking College does not fax transcripts.
- Transcripts will be sent to the address provided by regular (USPS) mail in a sealed envelope from the Registrar's Office with a Hocking College stamp.
- Any additions/changes made to the request or transcript after the transactions has been completed will require a new request and fee payment.
- Transcripts will not be processed if the student owes a past due balance.
- The college is not responsible for non-receipt of a transcript by other colleges due to an incomplete/wrong address provided on the request.

Reminder: If you have completed Dual Enrollment classes through Hocking, you must send both a high school transcript and a Hocking College transcript to the college you plan to attend. Request your transcript from Hocking at the end of June to allow time for grades to be processed.



Official Transcript Request Form

Staff Use Only

Date Received: _____

Payment Received: _____

Date Mailed: _____

Please print all information legibly.

Instructions

Complete this form with all applicable information. Incomplete information will delay processing your request. It is the student's responsibility to provide accurate address information on this form. Student must have a zero account balance. No request will be processed until the balance has been cleared. **\$5 is charged for each transcript copy.** Unofficial transcripts are only available online via WebAdvisor. An additional \$5 fee is charged for all credit card payments. Fee payment and student signature are both required. Mail form with a check or credit card number. Please allow three business days to process.

Personal Information *(please print clearly)*

Last Name First Name Middle Name

Former Name(s) (if applicable) Student ID #/SSN

Current Address

City State Zip Code

Phone (including area code) Email Address

Birth Date I graduated in (Year): _____

Please mail _____ transcript(s) to the address below. (\$5 per transcript.)
(number)

Check one if transcript will be mailed:

- Mail transcript(s) now.
- Mail after degree is posted.
- Mail after current term grades have been posted.

Student Signature

Mail to:

Payment Method

Total Amount Due: _____

Credit Card Information:

Card Number Exp. Date Security Code

Signature