Taft Transcript Request Form

Please Print

Date: ____________________________

Name: ____________________________  ID Number: ____________________________

Telephone: ________________________  Email: ________________________________

Address: _________________________________________________________________

City/State/Zip Code: _________________________________________________________

Have you attended the University/Taft since the summer of 1984?  Y________  N________

Name during attendance, if different from above: __________________________________

Signature: ________________________________________________________________

NOTE
If there is a “Bursar Hold” on your account (cashier restriction and/or outstanding loan exit paperwork), we will not be able to process this request without a release from the Bursar’s Office.

TRANSCRIPT DELIVERY INSTRUCTIONS
On the back of this form, list the complete names and addresses where your official transcripts are to be mailed.

TRANSCRIPT COSTS AND DELIVERY TIME:
Transcript request are processed within 10 business days. Separate check or money order is required for transcript requests. The cost of a single transcript is $4.00. If multiple copies are ordered, the 1st copy is $4.00; additional copies are $1.00 each. Payment should be made payable to the University of Hartford.

MAIL REQUESTS TO
University of Hartford
Attention Sandra Stevens
200 Bloomfield Avenue
West Hartford, CT 06117
(860) 768-4557

OFFICE USE ONLY
Date sent: ________________ Initials: ____________ Number of copies sent: ____________
The Registrar's Office is not responsible for incorrect or incomplete addresses which may result in your transcript being lost or undeliverable.

1. Please list the number of official transcript copies requested: _____
   MAIL TO:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Please list the number of official transcript copies requested: _____
   MAIL TO:

   __________________________________________________________
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3. Please list the number of official transcript copies requested: _____
   MAIL TO:

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4. Please list the number of official transcript copies requested: _____
   MAIL TO:

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5. Please list the number of official transcript copies requested: _____
   MAIL TO:

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