



TRANSCRIPT REQUEST

University ID #: _____	Date: _____
Last 4 digits of SSN: _____	Home/Cell Phone: _____
	Date of Birth: _____
(Please print)	
Name: _____	
Your Signature: _____	E-mail: _____
Name during attendance, if different from above: _____	
Street: _____	City/State/Zip: _____
Did you attend the University <i>prior</i> to Summer 1984? Y ___ N ___ Since Summer 1984? Y ___ N ___	

Note: If you have a Bursar Hold (cashier restriction and/or outstanding loan exit paperwork), we will be unable to process this request without a release from the Bursar's office.

TRANSCRIPT PROCESSING INSTRUCTIONS

Check one of the following: Undergraduate level _____ Graduate Level _____ Both levels _____

IF YOU CHECK THE FOLLOWING, YOUR TRANSCRIPT(S) WILL NOT BE SENT UNTIL AFTER THE RESPECTIVE DATES.

Before mailing my transcript(s),

___ post my degree. My upcoming graduation date is _____

___ post grades for the following (current) term:

Fall _____ Winterterm _____ Spring _____ Summer I _____ Summer II _____

TRANSCRIPT DELIVERY INSTRUCTIONS

I WILL PICK UP TRANSCRIPTS:

I will pick up (how many?) **Official** _____ **Unofficial** _____ on **Day/Date** _____

Note: You will NOT be notified when your transcripts are ready for pickup.

AND/OR

MAIL MY TRANSCRIPTS:

ON THE BACK OF THIS FORM, PLEASE LIST THE NAMES AND COMPLETE ADDRESSES WHERE YOUR TRANSCRIPTS ARE TO BE MAILED.

TRANSCRIPT COSTS and DELIVERY TIME

Fees: Rush request - (mailed within 3 business days) - **\$10.00 per transcript**

Regular request (mailed within 10 business days) - **\$4.00 for a single copy**

If multiple copies are ordered, the 1st copy is \$4.00, additional copies are \$1.00 each.

MAIL REQUESTS TO: University of Hartford
Attn: Transcript Dept.
200 Bloomfield Avenue
West Hartford, CT 06117

Transcripts: 860-768-4563 or 860-768-5588

Make checks and money orders payable to University of Hartford.

The Registrar's Office is not responsible for incorrect or incomplete addresses which may result in your transcript being lost or undeliverable.

PLEASE PRINT

1. List the # of copies desired by the appropriate type: ___ Official ___ Unofficial

MAIL TO:

2. List the # of copies desired by the appropriate type: ___ Official ___ Unofficial

MAIL TO:

3. List the # of copies desired by the appropriate type: ___ Official ___ Unofficial

MAIL TO:

4. List the # of copies desired by the appropriate type: ___ Official ___ Unofficial

MAIL TO:

5. List the # of copies desired by the appropriate type: ___ Official ___ Unofficial

MAIL TO:
