



Official Transcript Request

Registrar's Office, 100 Reservoir Road, Herkimer, NY 13350

Phone: 315-866-0300 x8289 / Fax: 315-866-1657

Official Transcripts cost \$5 each and cannot be faxed. You may mail or fax this request to our address or fax number above. Allow three to five business days for processing; up to seven days during busy times. *We are not responsible for U.S. Postal delivery time.* **Important:** Your transcript will *not* be released if you have any financial holds on your account. **PLEASE PRINT.**

STUDENT ID or SOCIAL SECURITY #: _____

_____	_____	_____	_____
Last Name	First	MI	Former / Maiden Name
_____			(_____) _____
Permanent Address			Home Phone
_____			(_____) _____
City	State	Zip	Work/Cell Phone

Number of Transcript Copies: _____ **I will PICK UP - When ready call #:** _____

_____ x \$5 each = \$ _____ **MAIL to address below (complete a form for each address):**

Specify "Admissions" or "Registrar" if applicable.

Check any that apply:

HOLD for Grades - Semester: _____

HOLD for Degree - Semester: _____

HOLD for College Now Grades _____

HOLD for Other - _____

If you did not check an above request to HOLD, your transcripts will be processed immediately.

Transcripts issued to student are in a sealed envelope.

If requesting in person, you do not need to complete this section--skip to signature box below.

NOTE: Mailed-in requests process faster with check or money order. Faxed requests require credit card payment.

- Check or Money Order** payable to *Herkimer County Community College*.
- Credit Card payment.** We accept *only* Discover, Master Card or Visa.

CC #: _____ Exp. Date: ____ / ____ / ____ Security Code: _____

Month Year Last 3 #s on back of card by signature.

Name of Cardholder, if not student: _____

Billing Address for Card, if not student's: _____

Street/PO Box City State Zip Code

STUDENT'S SIGNATURE: _____

Your signature is required to release transcripts.

_____ Date

<p>Registrar's Office:</p> <p>Clear / Hold - Charge: _____ Initials: _____</p> <p>Date Mailed: ____ / ____ / ____</p> <p>Remarks :</p>	<p>Bursar's Office:</p> <p>Receipt #: _____</p> <p>Date: _____</p> <p>Initials: _____</p>
<p>Date Stamp Received</p>	