



Submit this completed request form to us using one of the following options:

- Fax: 315-866-1657
- Email: registrar@herkimer.edu
- Mail: Herkimer College Registrar's Office, 100 Reservoir Rd, Herkimer, NY 13350

Allow 3-5 business days for processing, plus US Postal delivery time.

HERKIMER COLLEGE ID or SOCIAL SECURITY #: _____

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

Number of Transcript Copies: Fee \$14

MAIL Transcript to: (use a COMPLETE address)

_____ X \$14.00 each = \$ _____

Send NOW

Dept. /Office: _____

OR CHECK IF TRANSCRIPT IS TO BE:

- Held for CURRENT Semester Final Grades
- Held for CURRENT Degree Awarded Status
- Held for CURRENT CollegeNow Final Grades

Note: Transcripts issued to student are in a sealed envelope.

City, State, Zip: _____

Payment: An Official Transcript costs \$14.00.

- Mail Check or Money Order payable to HCCC with completed transcript request.
- Credit Card payment. We accept *only* American Express, Discover, Master Card or Visa.

CC #: _____ Exp. Date: ____ / ____ (Month/Year) Security Code: ____

Name of Cardholder, if not student: _____

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

STUDENT SIGNATURE: _____

Note: Your transcript will NOT be released if not signed.

_____ Date

Registrar's Office:

Bursar's Office:

Date Stamp Received

Clear / Hold - Charge: _____ Initials: _____

Receipt #: _____

Date Mailed: _____

Date: _____

Remarks:

Initials: _____