



Hilbert College

OFFICE OF STUDENT RECORDS
5200 SOUTH PARK AVENUE
HAMBURG, NEW YORK 14075

TRANSCRIPT REQUEST

Form with fields: LAST NAME, FIRST NAME, MIDDLE INITIAL, SOCIAL SECURITY NUMBER, STREET ADDRESS, PHONE NUMBER, CITY, STATE, ZIP CODE

IF YOU ATTENDED UNDER ANOTHER NAME, PRINT THAT NAME HERE

PLEASE CHECK ONE BOX:

- Checkboxes for: CURRENTLY ENROLLED (SEM & YR), FORMER STUDENT YR., TO YR., GRADUATE YR., HIGH SCHOOL

GENERAL INSTRUCTIONS

A SEPARATE REQUEST FORM MUST BE USED FOR EACH ADDRESS.
FEE FOR EACH OFFICIAL TRANSCRIPT IS \$3.00 AND \$1.50 FOR EACH PERSONAL TRANSCRIPT.

Transcripts will not be released for any student who owes money to Hilbert or has defaulted on certain student loans.

Official transcripts are not issued directly to students, but are mailed by the Student Records Office to the institution or company. Please refer questions regarding this to the staff when presenting this form. Please inform staff if you desire a student copy.

Transcript requests are processed in the order received. Students requesting special procedures or deadline consideration should bring this to the attention of the staff when presenting this form.

CHECK ONE BOX: PLEASE SEND MY TRANSCRIPT NOW. NOTE: NORMAL PROCESSING IS 5 DAYS, EXCEPT DURING PEAK PERIODS.

OR

DO NOT SEND MY TRANSCRIPT UNTIL

- Checkboxes for: CURRENT SEMESTER GRADES ARE COMPLETE FOR, CHANGE OF GRADE COMPLETED FOR (COURSE), DEGREE CONFERRED FOR (GRADUATION DATE)

MY SIGNATURE AUTHORIZES YOU TO RELEASE MY RECORDS:

SEND TRANSCRIPT TO THE ADDRESS BELOW

Form with fields: ATTENTION, INSTITUTION, STREET ADDRESS, CITY, STATE, ZIP CODE, STUDENT RECORDS OFFICE USE ONLY, AMOUNT PAID, CASH, CHECK, NO CHARGE, DATE MAILED