

Name:

Date:

Name (when enrolled):

Date of Birth:

Current Address:

Email:

Dates of Attendance: From year to year \_\_\_ undergraduate \_\_\_ post-graduate \_\_\_ graduate

Signature (required--cannot be typed): \_\_\_\_\_  
*I hereby authorize Houghton College to release my transcript*

Total # of Transcripts Needed \_\_\_ official (mail only) \_\_\_ unofficial (email)

\_\_\_ Hold for Final Grades \_\_\_ Hold for Graduation Date

Address/Email to send transcript to:

Purpose for requesting transcript:

Fee: **\$8** per **official** transcript (USPS)  
**\$9** per **official** transcript (international mail)

Indicate how you are paying:

\_\_\_ Check \_\_\_ Cash \_\_\_ Money Order

*We will not hold your transcript for payment if you need to send it separately.*

**Note about checks:** Checks can be made out to Houghton College. It can take up to 30 days for checks to be processed. If you plan to close your account or have insufficient funds before your check is processed, please let us know by email to [registrarsoffice@houghton.edu](mailto:registrarsoffice@houghton.edu) to avoid an additional \$18 NSF fee.

***Transcripts will not be released for currently enrolled or former students who have not paid their college bills in full or who are delinquent in their loan repayments.***

*For Office Use Only*

Amount paid \_\_\_ Cash \_\_\_ Check \_\_\_ Money Order \_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_