

# TRANSCRIPT REQUEST FORM

**Student:** Please complete and submit this form to your high school guidance and/or college registrar's office. Houghton's Office of Admission must receive an official and final transcript from all secondary and post-secondary schools that you have attended. Copies of this form may be made if needed.

Name of Student \_\_\_\_\_  
Last First Middle Initial

Student Release Status: By signing below, I grant my high school/college registrar's office permission to release my transcript(s) to Houghton University.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**To the guidance/registrar's office::** Your student referenced above has just submitted an application for admission to Houghton University. Please take a moment to send us the following document(s) at your earliest convenience.

- Official High School/College Transcript



You may submit your transcript electronically using Parchment, an online transcript delivery service. Please review the following steps to submit electronically.

1. Visit [www.Parchment.com](http://www.Parchment.com) and click Sign Up to log in or register your account.
2. Click Get Started and then proceed to add your high school
3. Select Destinations such as colleges, NCAA, Common Application or yourself and review your choices
4. Complete the waiver form. Complete the Transcript Authorization form by eSigning
5. Provide debit/credit card payment if there are any associated fees
6. The status of your request will be emailed and updated in your Parchment.com Account

You may also mail your documents to:

**Office of Admission**

Houghton University  
One Willard Avenue, P.O. Box 128  
Houghton, NY 14744

Toll free: 800.777.2556

Office: 585.567.9353

Fax: 585.567.9522

email: [admission@houghton.edu](mailto:admission@houghton.edu)

>> Attention Homeschooled Students <<

Please contact your admission counselor with questions about this process as there are special considerations.

*\*A faxed or emailed transcript will be accepted for initial review in order to make an admission decision, provided that an official transcript will eventually be received by the admission office*

Thank you for submitting these documents as soon as possible!

*These regulations are a national standard. Failure to provide final and official transcripts from all institutions attended may impact financial aid eligibility and course selection.*