

# MOUNT HOLYOKE<sup>SM</sup>

## Office of the Registrar Transcript Request Form

**This form is only to be used if you are not an active student.**

**Instructions:**

1. Complete one of these forms for each **address** to which you wish a transcript sent.
2. There is a prepaid charge of \$4.00 for each transcript. Checks or money orders are to be made to **Mount Holyoke College**.
3. The College reserves the right to not issue transcripts if the student's financial obligations to this College are not paid or are overdue.
4. Clearly print or type the information. This form will be used in a window envelope for mailing your transcript.

**Note:** Transcripts will be sent out in approximately 5 working days.

Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Send to: (This goes in the window envelope)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Appropriate Boxes

- Not currently enrolled: last attendance \_\_\_\_\_
- Name used when attending MHC (if different from current)

\_\_\_\_\_  
Name on record

- \_\_\_ copies at \$4.00 each

Payment Received \_\_\_\_\_  
Date Sent \_\_\_\_\_

Signature \_\_\_\_\_  
(authorizing issuance of transcript and certifying correctness of information)

Date \_\_\_\_\_

Upon completion of this document, please send your request and payment to:

Transcript Coordinator  
Office of the Registrar  
Mary Lyon Hall, Room 6  
50 College Street  
South Hadley, MA 01075

Please call (413) 538-2025 if there are any questions.

Office of the Registrar ♦ Mount Holyoke College ♦ 50 College Street ♦ South Hadley, MA 01075  
♦ (Tel) 413-538-2025 ♦ registrar@mtholyoke.edu