Office of the Registrar - Transcript Request Form

This form is for use by former students/alumnae. If a current student, please make your request via ISIS.

Instructions:
1. Complete one form for each address to which you wish a transcript sent.
2. There is a charge of $4.00 for each transcript requested, paid with cash, check, or money order. Checks or money orders are to be made to Mount Holyoke College and must be in U.S. funds drawn on a U.S. bank.
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 all information requested below.

Note: Transcript(s) are typically sent out via U.S. Mail within two business days, but may take up to five business days during peak periods. See www.mtholyoke.edu/registrar/transcripts for details.

Name: _________________________________
Name used when attending MHC, if different: _______________________________________
Email: ___________________________________
MHC class year or last term attended: ________________

Transcript requested (check one):
- Undergraduate (e.g. regular undergrad/Bachelor's degree, foreign exchange, staff)
- Non-matriculated student (e.g. postbacc, summer or J-term courses through PaGE/Extension/CPD)
- Graduate (Master's degree only)

Number of copies for this recipient: _____ copies at $4.00 each
Recipient name/address:
____________________________________
____________________________________
____________________________________

Signature____________________________________ Date___________________________

Office of the Registrar use only:
Payment received: __________
Date sent: _________________
Initials: ____

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

Please send this completed request form 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.