

OFFICIAL PAPER TRANSCRIPT REQUEST

Instructions:

- Complete form, including handwritten signature. Return form to our office via email, fax, mail or drop off.
- Special forms or attachments must be submitted with this request in order for them to be mailed with your transcript.

Processing:

- We will process your transcript within two business days, unless you indicate otherwise below. Processing time does not include USPS delivery time.
- Processing time may increase during busy periods such as beginning and end
 of semester, registration week, and holidays. Hope College is closed from
 Christmas Eve through New Year's Day.
- Transcripts will not be released if you have a financial hold.
- "Issued to Student" transcripts are individually sealed and are considered
 official as long as they remain sealed.

Fees and shipping:

- Paper transcripts are free. They are mailed via USPS first class unless you are picking up or request and pay for expedited shipping.
- Expedited mailing to domestic locations via USPS Priority or Overnight will incur a fee that must be <u>paid online</u> before we can process your request. Indicate your expedited shipping method below.
- Cost for expedited shipping to international locations varies. Contact our office for details.
- Hope College does not fax or email transcripts. Official electronic transcripts are available via our website and cost \$3.

Final grades are posted for the following term: Fall Spring May June July My degree is awarded for: May July December METHOD OF RECEIPT Check all that apply # of transcripts Expedited Ship Mail "Issued to Student" transcripts to me at the above address (Optional) I will pick up "Issued to Student" transcripts (bring photo ID) applicable payn online. Please may transcript via transcript via USPS Prior Mail transcripts directly to the below third-party recipient USPS Over	Last Name	First Name	MI	Maiden/Former I	Name
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