



HARTWICK
est. 1797

HARTWICK COLLEGE TRANSCRIPT REQUEST

To request a transcript complete this form, sign it and return it to:

Registrar's Office
4th Floor, Dewar Union
Hartwick College
Oneonta, NY 13820

Enclose \$10.00 for each transcript requested. Transcript requests cannot be processed without your signature.

Name: _____ Date: _____

Name while attending (if different from above): _____

Email address: _____

Social Security Number: _____ Phone (in case of questions): _____

Graduation Date: _____

Dates of attendance (if known): _____

Mail Transcript to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Number of transcripts to be delivered to this address (circle one)*: 1 2 3 4 5 6 7 8 9 10 Other: _____

Mailing Instructions (check one)

Send Immediately

OR

Hold for Degree Conferral

Hold for End of Term Grades

Other (Specify): _____

Signature (required):

Name

Date

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION

- We do not process telephone, email, or FAX requests.
- No transcript will be released to or for any student with an outstanding financial obligation. It is your responsibility to follow up with the Registrar's Office after your obligation has been satisfied to ensure that your transcript is released.
- To make a transcript request online & pay by credit card: <http://www.hartwick.edu/x16114.xml>

*Do not fill out multiple requests for transcripts being delivered to the same address. Enclose \$10.00 for each transcript being requested, even for multiple copies are being delivered to the same address.

Hartwick College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, as amended), which provides for the confidentiality of student records unless released by the student and the openness of records to the student concerned, with an opportunity to correct mistakes in such records.