

# Official Transcript Request

## Hampden-Sydney College

Office of the Registrar  
 P. O. Box 668  
 Hampden-Sydney VA 23943  
 Phone: 434.223.6274

**NO TRANSCRIPT WILL BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE SATISFIED.**

The transcript fee is \$5.00 per copy and must accompany this request. Checks and money orders should be made payable to Hampden-Sydney College.

### Contact Information:

Student Name:			
Date of Birth:		Current Address:	
Dates of Attendance:			
Phone:		Email:	

### Mailing Information:

If you are requesting multiple copies going to separate mailing addresses, complete one form for each address.

Recipient:	
Mailing Address:	
Number of copies: _____	

### Special Instructions:

Send now     
  Hold until my current semester grades are posted     
  Hold until my degree is posted     
  Hold for pick-up (Photo ID required)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

My signature above authorizes the release of my official transcript to the party indicated on this page.

Office Use Only: Payment: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date Mailed: \_\_\_\_\_