Request for Official Transcripts:  Use this form to request either mailed paper copies or secure electronic copies of your transcript. It can take up to 10 business days to prepare your transcript. If you entered Hampshire prior to 2000, it may take longer. Please plan accordingly. There is no fee when you request transcripts as you paid a one-time transcript fee when you entered the institution. Go to https://www.hampshire.edu/central-records/transcript-requests-and-information for more information on transcript policy, requesting transcripts, transcript delivery, and related information. The College reserves the right to withhold student transcripts if the student has an outstanding financial obligation.

Name: __________________________________________________________________________________________________________________________

(Last, first, middle initial)

Name when you attended, if different from above: ______________________________________________________________________________________

When you attended: ____________ ____________ ________________ Hampshire ID#: __________________

(Semester Entered) (Semester graduated or withdrew)

Student signature ____________________________

(required and must be hand-written, not electronic)

Contact Info: _____________________________________________

(Daytime Phone)

____________________________________________________

(Your email)

Submit your Transcript Request via fax, mail or email. We can deliver your transcript electronically or by mail. For questions, or to verify that we have received your request, contact us at (413) 559-5421 or email transcripts@hampshire.edu.

Mail requests to:
Hampshire College, Central Records Office
893 West Street
Amherst, MA 01002-3359

Fax requests to:
(413) 559-5736

Email requests to:
transcripts@hampshire.edu

Electronic Delivery
IMPORTANT: Write the email address clearly and legibly. If the email is incorrect and we receive an “email undeliverable” message, we will contact you to check and give us the correct email address. If you prefer to type the recipient information or want to submit more requests than this form has space for, you can compose and attach a document to your request. If you like, you may have an electronic transcript marked “issued to student” sent to you. We suggest you notify recipients that they will be receiving an electronically delivered transcript via @escrip-safe.com so that they will expect it.

<table>
<thead>
<tr>
<th>Recipient/Institution name</th>
<th>Recipient email</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_______________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Paper delivery by regular mail (Include complete mailing addresses and write clearly and legibly)

Name and address

Name and Address

Deadline: ______ Quantity: _____

Deadline: __________ Quantity: ___

If you would like to expedite the delivery time of your transcript by UPS, call Central Records at 413-559-5421