Transcript Request for official transcript copies; we do not prepare unofficial transcripts. The College reserves the right to not issue transcripts if the student’s financial obligations to the College are overdue. Use this form to request either mailed paper copies or secure electronic copies of your transcript. Under normal circumstances it will take 5 business days to prepare your transcript, so please plan accordingly.

Name: ____________________________ (LAST) ____________________________ (FIRST) ____________________________ (MIDDLE)

Name when you attended, if different from above: __________________________________________________________________________________________

Dates Attended: __________________ (TERM ENTERED) __________________ (GRADUATION/WITHDRAWAL DATE) Hampstead ID#: __________________

Signature of student required: ____________________________________________ Electronic signatures are NOT accepted

Contact Info: ____________________________________________ (DAYTIME PHONE) ____________________________________________ (YOUR EMAIL)

NOTE: Before completing this form, review the information on the transcripts section of www.hampshire.edu/centralrecords. We accept transcript requests via fax, mail or email and have options to deliver transcripts 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: Central Records Office Hampshire College 893 West Street Amherst, MA 01002-3359

Fax requests to: (413) 559-5736

Email requests to: transcripts@hampshire.edu

DELIVER AN ELECTRONIC TRANSCRIPT: Our partner, Scrip-Safe, has two options: one is for delivery to institutions within their network; the other is a “OneTime” delivery. Check www.hampshire.edu/centralrecords for important information on electronic delivery of transcripts.

Check to see if an institution is included on the eScrip-Safe network:


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<tr>
<th>Institution Name: (for electronic delivery only)</th>
<th>Deadline:</th>
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<td>eScrip-Safe network member only, All non-member institutions will be ignored.</td>
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‘ONE TIME’ ELECTRONIC DELIVERY: Enter the name of the recipient and the recipient’s email, or use this service to request an “issued to student” copy for yourself. You should always notify your intended recipient they will be receiving email messages about your transcript from @escrip-safe.com.

Recipient name: ____________________________ Recipient email: ____________________________ Deadline: ____________________________

Recipient name: ____________________________ Recipient email: ____________________________ Deadline: ____________________________

MAIL A PAPER TRANSCRIPT TO: (Include Complete Mailing Addresses) PLEASE PRINT LEGIBLY!

DEADLINE: ____________ QUANTITY: ____________ DEADLINE: ____________ QUANTITY: ____________