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: ____________________________  ____________________________  ____________________________  ____________________________

Name when you attended, if different from above: __________________________________________________________

Dates Attended: ____________________________  ____________________________  ____________________________

Signature of student required: ____________________________  ____________________________

Electronic signatures are NOT accepted

Contact Info: ____________________________  ____________________________  ____________________________

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 “Non-member” 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:***

**Network member only below**

<table>
<thead>
<tr>
<th>Institution Name: (for electronic delivery only listed on the eScrip-Safe network)</th>
<th>Deadline:</th>
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</thead>
<tbody>
<tr>
<td>eScrip-Safe network member only, All non-member institutions will be ignored.</td>
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Non-member 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: ____________________________