

**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 if known: \_\_\_\_\_  
 (Semester Entered) (Semester graduated or withdrew)

**Student signature** \_\_\_\_\_  
 (required and must be hand-written, not electronic)

Contact Info: \_\_\_\_\_  
 (Daytime Phone)  
 \_\_\_\_\_  
 (Your email)

*PLEASE NOTE: If the information you provide is incorrect or incomplete, Central Records will contact you via this email and/or phone number. If you do not respond, we will not be able to fulfill your transcript request.*

**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](mailto:transcripts@hampshire.edu).

<p><b>Mail requests to:</b>          Hampshire College, Central Records Office          893 West Street          Amherst, MA 01002-3359</p>	<p><b>Fax requests to:</b>          (413) 559-5736</p>	<p><b>Email requests to:</b>  <a href="mailto:transcripts@hampshire.edu">transcripts@hampshire.edu</a></p>
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**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 need to submit more requests than this form has space for, you can compose and attach a second document to your request. We suggest you notify recipients that they will be receiving an electronically delivered transcript via [@escrip-safe.com](mailto:@escrip-safe.com) so that they will expect it. You can also have an electronic transcript marked “issued to student” sent to you if you like.

Recipient name or Institution name:	Recipient email:	Deadline:
Recipient name or Institution name:	Recipient email:	Deadline:

**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 mailing time (not preparation time) of your transcript by UPS, review the procedure for doing this on <https://www.hampshire.edu/central-records/transcript-requests-and-information>