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: ________________ ________________ Hampshire ID#: __________________

(TERM ENTERED) (GRADUATION/WITHDRAWAL DATE)

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

Signature of student required: ____________________________

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

To order an electronic transcript sent to a college or university, first go to http://www.scrip-safe.com/products/electronic-transcripts/network-members.aspx. Determine whether or not the college or university is on their “in network” list. If you find it on the list, write the name in legibly next to “institution name” in the block below.

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To order an electronic transcript sent to an institution or other recipient NOT on the “in network” list referred to above, write the name and email address of the recipient legibly in the block below. You should always notify your intended recipient that they will be receiving your transcript from @escrip-safe.com. You can also request an electronic copy “issued to student” for yourself.

<table>
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MAIL A PAPER TRANSCRIPT TO: (Include Complete Mailing Addresses) PRINT LEGIBLY!

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Hampshire College
893 West Street
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DEADLINE: ___________ QUANTITY: _______ DEADLINE: ___________ QUANTITY: ___________