

Instructions:

- Complete form, including handwritten signature. Return form to our office via email, fax, mail or drop off.
- Special forms or attachments must be submitted with this request in order for them to be mailed with your transcript.

Processing:

- We will process your transcript within two business days, unless you indicate otherwise below. Processing time does not include USPS delivery time.
- Processing time may increase during busy periods such as beginning and end of semester, registration week, and holidays. Hope College is closed from Christmas Eve through New Year's Day.
- Transcripts will not be released if you have a financial hold.
- "Issued to Student" transcripts are individually sealed and are considered official as long as they remain sealed.

Fees and shipping:

- Paper transcripts are free. They are mailed via USPS first class unless you are picking up or request and pay for expedited shipping.
- Expedited mailing to domestic locations via USPS Priority or Overnight will incur a fee that must be [paid online](#) before we can process your request. Indicate your expedited shipping method below.
- Cost for expedited shipping to international locations varies. Contact our office for details.
- Hope College does not fax or email transcripts. Official electronic transcripts are available via our website and cost \$3.

MY CONTACT INFORMATION

Last Name	First Name	MI	Maiden/Formal Name
Date of Birth	Hope ID or SSN	Years/terms of enrollment	
Full Mailing Address (Include all that apply: number, street, unit, city, state, zip, country)			
Email address	Phone		

(OPTIONAL) PLEASE PROCESS MY TRANSCRIPT(S) WHEN:

- Final grades are posted for the following term: Fall Spring May June July
- My degree is awarded for: May July December

METHOD OF RECEIPT

Check all that apply	# of transcripts	Expedited Shipping
<input type="checkbox"/> Mail "Issued to Student" transcripts to me at the above address	_____	(Optional) I have made the applicable payment online. Please mail my transcript via: <input type="checkbox"/> USPS Priority <input type="checkbox"/> USPS Overnight
<input type="checkbox"/> I will pick up "Issued to Student" transcripts (bring photo ID)	_____	
<input type="checkbox"/> I would like someone to pick up "Issued to Student" transcripts for me	_____	
Their name (they must show photo ID at pick up): _____	_____	
<input type="checkbox"/> Mail transcripts directly to the below third-party recipient	_____	

THIRD-PARTY RECIPIENT INFORMATION

Recipient Name / Care Of	Organization/Institution Name
Address Line 1	Address Line 2
City, State, Zip	Country (if outside US)

Your handwritten signature (must be hand signed – not typed)
Date