

# OFFICIAL PAPER TRANSCRIPT REQUEST

## 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 in 2-3 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 \$3.15.

## MY CONTACT INFORMATION

Last Name

First Name

MI

Maiden/Former Name

Date of Birth