

REQUEST FOR OFFICIAL TRANSCRIPT TO BE SENT TO HUNTINGDON COLLEGE

Student: An official transcript is one mailed directly from institution to institution. It may take several weeks for all transcripts to arrive. Since most schools, colleges and universities require a fee for this service, you will need to contact each institution to include the appropriate fee with this form. Please be sure to confirm and send any fees related to this transcript request. Complete the remaining portion of this form and forward it to the Office of the Registrar at each institution which you attended.

Full Name _____

Name Attended Under _____

Current Address _____

Current Phone _____

Dates of Attendance _____

Date of Birth _____

Social Security Number _____

Please forward an official transcript to:

Huntingdon College
School of Business & Professional Studies
Attention: Laura Duncan
1500 E. Fairview Ave.
Montgomery, AL 36106-2148

Signature _____

Date _____