



Transcript Request/Duplicate Diploma Form

I, (please print) _____ request a copy of my official HTC transcript from my file.

Name used at time of enrollment at HTC _____

Social Security Number _____

Dates of Attendance: _____ to _____

Did you graduate: Yes _____ No _____

Program Enrolled In: (Please circle)

- Electronics Engineering Technology Computer-Integrated Manufacturing
- Medical Assisting Technology Electronics Communications Technology
- Medical/Insurance Billing Coding Process Control Systems Technology
- Computer-Aided Drafting Other: _____

Requesting a copy of my transcript: _____

*There is NO fee for a transcript

Requesting a duplicate diploma: _____

*There is a \$5.00 replacement fee that must be paid before diploma is released.

Students Signature _____ Today's Date _____

Your Current Address: _____

Phone Number: _____ Email Address: _____

Mail Transcript to: _____ Address of Other: _____

_____ Myself _____

_____ Other _____

Fax of Other: (A fax is not considered an official transcript) Email to send to: (An email is not considered an official transcript)

In accordance with the Federal Education Rights and Privacy Act (FERPA), we cannot release transcripts without the signature of the student indicated on the transcript. All requests must be made on paper through the U.S. Mail, a delivery service, in person, or faxed, and include the student or graduate's signature. E-mailed requests must be printed, filled out and signed. Then it should be scanned into a .pdf and emailed to the registrar. The transcript request form can be obtained from the receptionist or registrar at Hamilton Tech or on Hamilton Tech's transcript request page at: <http://www.hamiltontechcollege.edu/transcriptrequest.htm>

Remember, if you are forwarding official copies of your transcripts to another institution, the copy will no longer be considered "official" if the envelope arrives at that institution opened. Forward or arrange to have forwarded all official copies directly to other institutions.