

HOBART AND WILLIAM SMITH COLLEGES

Office of the Registrar
300 Pulteney Street
Geneva, New York 14456-3397

DEADLINE:

Number of Transcripts
Ordered

ACADEMIC TRANSCRIPT REQUEST

Colleges

Hobart _____
William Smith _____

- Instructions: 1. Complete separate request form for each individual. Be sure to sign as the request cannot be processed without your signature.
2. Please print.

1. Transcripts issued directly to students are stamped "This Official Transcript issued Directly To The Student."
2. Transcripts that are used to obtain transfer credit from another college or university cannot be hand delivered. They must be mailed directly to the other institution by the Office of the Registrar.
3. There is a \$5 charge for each transcript. Please send check or money order to: Transcript Clerk, Office of the Registrar, Hobart and William Smith Colleges, 300 Pulteney Street, Geneva New York 14456-3397. Current students may have transcript fees billed to their student account. FAX # (315) 781-3920 PHONE # (315) 781-3649

Name _____
Last First Middle

Student I.D. # or S.S. # _____

HWS Box # _____

Address _____
Number and Street

Contact Phone # _____

City State Zip Code

Contact E-mail Address _____

Check appropriate box and sign authorization:

- Years attended _____
Currently enrolled
Graduated _____ Degree Year
Hold for current term grades
Hold for degree certification
Hold for change of grade
Term _____ Course no. _____
I attended before September 1989
I attended under another name
Previous Name _____
Enrolled in HEOP/AOP program
Transcript used for HWS off campus and exchange programs or scholarships

For Registrar's use only
Previous Balance Due _____
Total Fees Due _____
Amount Paid _____
Date Received _____
Balance Due _____

Authorization
I authorize the issuance of my transcript as indicated on this form.
Student Signature _____ Date _____

Reason for Transcript Request:

- Possible transfer
Other _____

The requester is responsible for correct and legible information.

Please send _____ transcript(s) to the address below.
(Please complete mailing address within space provided. Print clearly)

