



ACADEMIC TRANSCRIPT REQUEST

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

Please check one:

Hobart

William Smith

1. All Transcript Request Forms are processed within 24 - 48 hours of receipt.
2. Transcripts issued directly to students are stamped "This Official Transcript issued Directly To The Student."
3. 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.
4. Transfers applying through the Common App must supply the Registrar with the Transfer Registrar Report.
5. There is a \$5 charge for each official transcript. Please send check or money order (made payable to Hobart and William Smith Colleges) to: Student Services Coordinator, 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. #

Date of Birth: _____ HWS Box # _____

Address (Number and Street) _____

City, State, Zip _____

Contact Phone # _____ Contact E-mail Address _____

Check appropriate box and sign for authorization:

- Years attended: From _____ To _____
- Currently enrolled
- Graduated: Degree _____ Year _____
- Hold for current term grades
- Hold for degree certification
- I attended before September 1989
- I attended under another name:
Previous Name _____
- Enrolled in HEOP/AOP program

Reason for Transcript Request:

- Transcript used for HWS off-campus exchange programs
- Scholarships
- Law School Applicant
- Health Professions Applicant
- Possible transfer
- Other _____

For Registrar's use only

Total Fees Due _____ Date Billed _____
 No Charge Charged to Student Acct.
 Amount Paid _____ Date Received _____
 Check Cash Money Order
 Balance Due _____

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**)

Authorization. I authorize the issuance of my transcript as indicated on this form.

Student Signature _____ Date _____

COMMON APPLICATION TRANSFER REPORT DIRECTIONS

A Hobart and William Smith student planning to transfer to another school which utilizes the Common Application should use the following directions to have the College Report completed. If you are unsure if you need this form, **please contact the school that you are applying to**, not all schools require the College Report. The Office of the Registrar in conjunction with the Academic Dean's Office will complete this form once received. **You may need to meet with your Academic Dean before they fill out the College Report.**

1. Log into your Common App account
2. Select My Colleges Tab
3. Click on PDF of college report as shown below

College Report

The College Report collects information about your standing at your current institution. You may need to gather this information from more than one official at your institution, such as advisor, dean, or registrar. Please note that not all Common App institutions require College Report. Therefore, we recommend you confirm with each college whether they require this form in addition to a transcript. The College Report cannot be submitted online.

College Report

[PDF Form](#) 

4. Print PDF
5. Include College Transfer Report with your Academic Transcript Request form and hand both forms into the Registrar's office.

Your Academic Dean will fill in all of the information on the College Report and return it to the Registrar's office, at which time it will be mailed to the address provided. If you have any questions please contact your Academic Dean or the Registrar's office.