

(Make a copy of this form in order to fill it out online. However, a signature will be required.)

This form is only for official paper transcripts. For instructions to order an electronic transcript, go to www.hamline.edu/transcript.

- No transcript will be released until all Hamline financial obligations have been met.
- Transcript requests will not be held for final grades or degree awarding.
- Normal processing time for transcripts is 2 business days from receipt of the **signed** request.
- There is no fee associated with regular, paper transcript requests.

Return completed form:

- Email your request to: registrar@hamline.edu
- Send your request to: Hamline University Transcripts, MS-A1750, 1536 Hewitt Ave Saint Paul, MN 55104-1284
- Fax your request to: 651-523-2585

Name (last, first, middle): _____ Previous Name: _____

Hamline ID (if known): _____ Date Of Birth: _____ Phone Number: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Email Address: _____

Dates of Attendance: _____ to _____ Degree/major/program(s) _____

Requested records (check all that apply): Undergraduate records Graduate records Law records

Where do you want your transcript sent?

I will pick it up at Student Administrative Services in East Hall 113. Number of copies (5 maximum) _____

Address 1 Number of copies (5 maximum) _____

Issued To: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Address 2 Number of copies (5 maximum) _____

Issued To: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Student Signature: _____ **Date:** _____

Sign in ink, or draw your signature with a mouse or touchscreen device. Typed signatures are not accepted.

Office Use: Holds: Yes No Date ordered _____ Completed by _____