



TRANSCRIPT RELEASE FORM

OFFICE USE ONLY
DATE SENT/PICKED UP
DATE EMAILED/FAXED
RECEIVED BY

COPY OF PHOTO ID IS REQUIRED AT TIME OF REQUEST

THERE IS NO FEE FOR OFFICIAL OR UNOFFICIAL TRANSCRIPTS

Name of Student Student SS / ID Number

Maiden Name (if applicable) Date of Birth

Current Address

Phone Number

Number of Official Copies Number of Unofficial Copies

NOTE: Official transcripts cannot be released to directly to student

Complete mailing address of specified recipient: (Please Print)

Name of Recipient (School or Organization)
Department/Division
Street Address
City State Zip Code
Email Address (Official transcripts cannot be emailed)

Dates of Attendance: From To

Hold transcript until final grades are posted: Yes No

Hold transcript until degree is posted: Yes No

Are you transferring from HPU? Yes No If yes, further paperwork is required with Student Life.

Student must sign below NO ELECTONIC SIGNATURES ACCEPTED

"I authorize the Registrar's Office of High Point University to release my transcript to the specified recipient. I understand that if the requested document is faxed, it may be received at a location that is not secure and may not be accepted as an official transcript."

Signature of Student Date

Official transcripts will not be released to students having a financial obligation to the University

High Point University
Office of the University Registrar
One University Parkway
High Point, North Carolina 27268
Fax: (336) 888-6365