

**Student Contact Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Maiden/Former Name (If Applicable) \_\_\_\_\_ Date of Birth \_\_\_\_\_ KnowHope Plus ID or SSN \_\_\_\_\_

Address/PO Box \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Enrollment Dates \_\_\_\_\_

 Please mail "Issued to Student" transcripts to me at the address above.

Number of Copies to Mail to Me at the Above Address \_\_\_\_\_

 I would like to pick up official "Issued to Student" transcripts at the Registrar's Office.

Number of Copies to Pick Up \_\_\_\_\_

\*If someone else is picking up your transcript, indicate their name: \_\_\_\_\_

**Mail Transcripts To:**

Full Name \_\_\_\_\_

Number of Copies to Mail to the Address on the Left \_\_\_\_\_

Department/Institution Name/Organization \_\_\_\_\_

**Wait for Grades** Fall  Spring

Address \_\_\_\_\_

**Wait for Posting of Degree** May  July  Dec

Address/PO Box \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Written Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

*\* Hand written signature is required to process your request. A computer typed signature is not valid.***Instructions:**

1. Complete form online and print.
2. Sign your completed form.
3. Email, Mail or Fax Request.

**Processing Time:**

- Allow two business days for processing your transcript request.
- Hope College DOES NOT guarantee delivery time, so please allow ample time for your needs.
- Campus is shut down for the week between Christmas and New Year's.

**Applicable Fees:**

- Hope College does not charge for transcripts.
- Overnight or Priority delivery through the USPS is available. Refer to the Registrar's Office [website](#) for processing details and applicable fees. You must pay the fee [online](#) with a credit or debit card before your request will be processed. Write at the top of this form "Overnight" or "Priority" to indicate your request.

**Contact Information:**

Hope College  
Office of the Registrar  
PO Box 9000  
Holland MI 49422-9000  
(616) 395-7760 PHONE  
(616) 395-7680 FAX  
transcripts@hope.edu

**Notes:**

- Transcripts will not be released if you have a financial obligation with the college.
- Each time you request an official transcript, your written signature is required.
- Due to confidentiality concerns, Hope College does not FAX or E-MAIL official paper transcripts.
- We will only mail your transcript to the address you provide.
- If you wish to have someone else pick up your transcript, you must specify their name on your request.
- A valid photo ID is required to pick up your transcripts.
- Special forms or attachments must be included with your request form and submitted at the same time.
- "Issued to Student" copies of your transcript are sealed in separate envelopes. These are official.

**Office Hours:**

Monday through Friday  
8:00am – 5:00pm ET