



Official HCC Transcript

Form must be filled out completely to be processed; use a separate form for each transcript only if transcripts are being sent to different places. There's no charge for transcripts requested in person, but all financial obligations to the college must be cleared before a transcript request will be processed. Transcripts are generally processed in two business days; allow extra time during the start and end of term, Commencement and peak registration. Do you need your credit transcript faster or via email? Visit howardcc.edu/hcctranscript for instructions!

HCC Student ID Number _____ PRINT Full Name _____

Name While In Attendance at HCC (if different from above) _____

Home Phone _____ Cell Phone _____ Date of Birth _____

Current Home Address _____

Email _____

Are you currently enrolled? Did you receive a degree/certificate from HCC?
Yes No Yes No

You attended HCC (ex. Fall/2014) from ____/____/____ to ____/____/____

Special Handling Instructions
Hold until current term grades are posted ____ Term ____ Year
Hold until my degree is posted to my record ____ Term ____ Year

How many: Official Transcripts _____ (Print unofficial copies from myHCC.)
(Ten maximum; two transcripts may be requested for pick-up each day.)

DO NOT MAIL my transcript(s). I will pick up at RRVA. (Photo ID is required at time of pick up).

DO NOT MAIL my transcripts(s). I authorize the release of my transcript(s) to _____ (name) for pickup in RRVA. (The person you authorize must show his/her photo ID to pick up your transcript.)

Mail transcript(s) to my current home address.

Release my transcript to the individual/institution listed below. (A separate form is required for each address.)

Name of Individual/Institution _____

Mailing Address _____

Would you like to pursue Reverse Transfer and graduation?
Check this box if you haven't graduated from HCC and want to be considered for Reverse Transfer. If box checked and form signed, you grant HCC permission to:
reactivate your record, if it has been more than two years since you last attended
update your address and email, if it has changed
change your learning program and/or catalog year to one that allows you to graduate
evaluate transcript(s) and transfer applicable credit to complete your degree (You will need to send HCC all applicable documents.)

Provide the complete name and address of the receiving institution or person. HCC will mail your transcript exactly where you tell us!

Student Signature _____ Date _____