



HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

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**English Institute
Transcript Request Form**

EI TRANSCRIPT REQUEST

Name (last, first)		HCC ID #
Name while attending HCC (if different from above)	Birthdate	Are you currently an EI student? Yes No
Current address (street)	Phone (home)	Dates of Attendance at HCC (Semester/Year)
City, state, zip	Email	From: _____ / _____ To: _____ / _____

Transcript Procedures (please check appropriate box below):

- Submit this form in person, by e-mail, or by mail to the English Institute Office.
- Transcripts will be processed in 2-5 work days.
- The English Institute will notify you when your transcript is ready:
 - ☐ By e-mail
 - ☐ By phone
 - ☐ Other: _____

Special Instructions for Processing (please check appropriate box(es) below):

- ☐ OFFICIAL transcript _____ (number of copies) - *Official transcripts only mailed*
- ☐ UNOFFICIAL transcript _____ (number of copies) - *Unofficial transcripts only e-mailed*
- ☐ Please mail my OFFICIAL transcript to (circle one): me another institution other

- ☐ Hold until current grades are recorded and send with my *Completion of Level* certificate
- ☐ Other: _____

Signature: _____ **Date:** _____

Processed by (initials) _____ Date _____