



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 or by mail/fax 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)
- UNOFFICIAL transcript _____ (number of copies)
- Please mail my 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:** _____