



REGISTRAR'S OFFICE

This is to authorize and request release of a transcript of my academic record at the SPRING HILL COLLEGE to the person or institution addressed below. I understand that the Registrar's Office does not release or reproduce transcripts from other institutions. Requests for such must be directed to the institution concerned.

SIGNATURE OF STUDENT

DATE OF REQUEST

PLEASE PRINT

STUDENT NAME AND ADDRESS

Form with lines for student name and address.

- Transcripts issued to a student MUST be stamped "ISSUED TO STUDENT."
• "OFFICIAL" transcripts needed for employment or admission to another university, etc. will NOT be released/mailed to a student.
• Transcripts will NOT be released to a third party without the student's written permission.

Official Transcripts are \$12.00 each with 3-5 day processing (we do not overnight transcripts)

If you are currently enrolled in classes, transcript to be mailed (check one):

- AT END OF PRESENT TERM AFTER DEGREE IS POSTED IMMEDIATELY

USE BALLPOINT PEN: THIS IS TO BE USED AS AN INSERT IN A WINDOW ENVELOPE. PRINT COMPLETE NAME, ADDRESS AND ZIP CODE.

PLEASE PRINT

SEND TO:

Form with lines for recipient name and address.

We do not currently email official transcripts, so please be sure to include the mailing address for the recipient in the section above.

EMAIL:

PHONE NUMBER NO. OF COPIES

Last four #s of SSN or SHC Student ID Number

BIRTHDATE FORMER NAME

CURRENTLY ENROLLED? DID YOU GRADUATE? YES NO YES NO

DATES OF ATTENDANCE? FROM TO

PURPOSE

- applying to Grad/Prof School considering transfer
applying for transient study employment
going on leave of absence other
transferring

FOR USE BY BUSINESS OFFICE

Transcript release authorized by

TRANSCRIPT MAILED ON

DATE

DATE

You can MAIL your request to: (please make check or money order payable to Spring Hill College)

Spring Hill College Registrar's Office 4000 Dauphin Street Mobile, AL 36608

OR

You can FAX your request to: (Please include credit card number) 251-460-2192

You can EMAIL your request to: (Please include credit card number) order-transcripts@shc.edu

VISA

DISCOVER

MASTERCARD

Card # - - - / Exp. Date

Verification Code # Name on Card:

No. of copies @ \$12.00 Total

Spring Hill College Transcript Ordering Options

Transcript Ordering / Delivery Options

- *Transcripts may be ordered via Fax at 251-460-2192
- *Transcripts may be ordered electronically through the NSC
- *Transcripts may be ordered by visiting the Registrar's Office
- *Transcripts may be ordered by mail:

Spring Hill College
ATTN: Registrar's Office
4000 Dauphin Street
Mobile, AL 36608

For orders via fax, mail, email, or in person for 3-5 days processing, the payment is \$12 (**we do not overnight transcripts**). Once it leaves our office, we have no control of when it is received.

All transcripts mailed to the student or picked up in person by the student will be stamped "Issued to Student". No exceptions.

Transcript orders may not be processed if you have financial holds. When the hold is removed, it is the student's responsibility to inform the Registrar's Office. You may call 251-380-2240 or email at order-transcripts@shc.edu.

PLEASE fill out the entire form. It is necessary in finding older records.

Official transcripts cannot be emailed to the student or the recipient. All official transcripts will be mailed to the address included on the form.

The normal processing time for sending official transcripts is 3-5 business days, however, during peak times such as registration or commencement, processing may take longer.

Processing times may vary due to the number of requests received daily.

Spring Hill College does NOT provide faxed official transcripts due to security & privacy considerations.

All transcript requests require the student's signature.