



TRANSCRIPT REQUEST
 Return completed and signed form to registrar@huc.edu or
 Registrar's Office
 Hebrew Union College-Institute of Religion
 3101 Clifton Avenue, Cincinnati, Ohio 45220
 fax: +1.513.848.8321

Official transcripts are printed on security paper with features including a copy-resistant background and watermark. Transcripts bear the HUC-JIR seal and the registrar's signature. They are sent directly to individuals, schools, or organizations upon the written request of a current or former student. At this time, transcripts are available only in print and delivered by mail carrier. Faxed, emailed, or secure e-transcripts are not available.

Any graduate or former student of HUC-JIR may use this form. If you attended at any point since Fall 2011 and still remember your login and password for the Student Information System, you may order a transcript and pay the \$5.00 fee securely there.

This form is for just one address to which we will send your transcript. Since this is not a digital-request form, you must print the form and follow the directions below.

Please allow 3-5 working days for processing once received at the office. We may experience further delays in responding during grading periods at the end of each term and when updating graduates' records.

Your information (printed legibly)

Current name: _____ Degree or Program: _____

Former name(s) while a student: _____ Last date of attendance: _____

Primary campus: _____ Date of birth: _____ (MM DD YY)

Email address: _____ Phone number: _____

Current mailing address

Street: _____

City: _____ State or Country: _____ Zip/Mail code: _____

Student's signature: _____ Date: _____

Transcript sent to:

Name/Organization: _____

Street: _____

City: _____ State or Country: _____ Zip/Mail code: _____

How many transcripts to be sent to this address? _____ **\$5.00 each by check or credit card (information below)**

Card number: _____ Exp. Date _____ CVV Code: _____
mm/yy

Printed Cardholder's name: _____

Cardholder's signature: _____