

## **Transcript Request Policy**

**Effective January 1, 2015, Huntington Junior College will charge \$5 per transcript requested. The fee may be paid by credit card or cash. This fee will be waived for all graduates. As a graduate, you do not pay transcript fees, audit class fees, or career services fees. All transcripts are mailed via US First Class Mail.**

**HJC will still cover the cost of any transcript request fees paid to other institutions to help students transfer credits taken at other colleges to HJC. To request an official transcript:**

- 1. Mail or fax a written request to:**

**Office of the Registrar  
Huntington Junior College  
900 Fifth Avenue  
Huntington, WV 25701  
Fax: 304-697-7554**

- 2. THE REQUEST MUST BE SIGNED BY THE STUDENT. Requests that do not have the student's signature will be returned unprocessed. Federal law prohibits the release of a transcript without the student's signature.**
- 3. Please identify complete name and Social Security Number.**
- 4. Include the name and address of where you want the transcript sent.**
- 5. The request will be denied if the student has any financial obligation to the College. To clear your financial obligation please contact Huntington Junior College at 304-697-7550 or 800-344-4522**
- 6. All transcripts must be mailed from Huntington Junior College. Transcripts mailed directly to the student reflect "Issued to Student."**

**Transcript requests are normally processed within 48 hours of receipt.**



**TRANSCRIPT REQUEST FORM**

**Huntington Junior College**

**900 Fifth Avenue**

**Huntington, WV 25701**

**Phone 304-697-7550**

**Fax 304-697-7554**

**Please type or print legibly all the information requested. Incomplete transcript requests will not be processed. Requests by students with financial obligations to the college will not be processed.**

**Name:** \_\_\_\_\_  
                                    **Last**                                    **First**                                    **Middle**                                    **Maiden**

**SSN:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
                                    **Street**                                    **City**                                    **State**                                    **Zip**

**Telephone:** \_\_\_\_\_

**Alternate number:** \_\_\_\_\_

**Dates attended HJC:** \_\_\_\_\_

**Address to Send Transcripts**

**Transcript #1**

**Transcript #2**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Federal law requires the signature of the student to authorize the release of academic records.**