



## Transcript Request Form

*Please print*

Date: \_\_\_\_\_

Current Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle/Maiden Name(s) \_\_\_\_\_

Former Names if different from above \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Birth date \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number \_\_\_\_\_ Currently Enrolled?  Yes  No

If not, year last attended Harding School of Theology (or HUGSR) \_\_\_\_\_

\_\_\_\_\_ Number of transcripts requested (Attach additional sheet if more than two.)

Name and address to receive first transcript: \_\_\_\_\_

Name and address to receive second transcript: \_\_\_\_\_

Handling:  Mail now  will pick up  hold for current term's grades  other:

No transcript of a student's record will be released until all financial and/or administrative obligations to Harding University have been satisfied. Transcripts are normally mailed within 3-5 working days of receipt of request. There is no charge for transcripts unless you order ten or more, in which case there is a \$1 per transcript charge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail, email, or fax this form to: "HST Transcript Request"**

1000 Cherry Road, Memphis, TN 38117 · *email:* dean@hst.edu · *fax:* 901.761.1358

(If ordering ten or more transcripts, please include payment by check or money order  
or call 901.432.7735 to pay by card.)