



# Harrisburg Area Community College

Central Pennsylvania's Community College  
Records Office, One HACC Drive, Harrisburg, PA 17110  
Phone (717) 780-2373 Fax (717) 780-1145

## Transcript Request Form

**Transcript Type Requested:** (Please complete a Transcript Request Form for each transcript type.)

Official (\$3.00 fee per transcript must accompany each request) Qty \_\_\_\_\_ Requested Amount Due \$ \_\_\_\_\_

Unofficial (no fee required) Qty \_\_\_\_\_ Requested

**Payment Method:** (check one)  Cash  Check  Money Order  Credit Card VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

HACC ID: H \_\_\_\_\_ OR Social Security #: \_\_\_\_\_

Maiden or Prior Name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
(Daytime)

\*Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Federal law requires transcript requests MUST be made in writing and be signed by the student, unless the transcript is being forward directly to another educational institution.

**PLEASE SEND TRANSCRIPT(S):**

\_\_\_\_\_ To me at the address above \_\_\_\_\_ To the address(es) listed below \_\_\_\_\_ I will pick up the transcript

\_\_\_\_\_ I authorize \_\_\_\_\_ to pick up my transcript

**PLEASE PROCESS MY REQUEST:**

\_\_\_\_\_ Immediately \_\_\_\_\_ Hold for \_\_\_\_\_ degree/certificate posted

\_\_\_\_\_ Hold for current semester grades \_\_\_\_\_ Hold for grade change in \_\_\_\_\_ Course \_\_\_\_\_ Semester

Send \_\_\_\_\_ copy(s) to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send \_\_\_\_\_ copy(s) to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** Complete mailing addresses MUST be provided.

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**Please read carefully for important information about requesting transcripts:**

- All financial obligations to the College must be satisfied first before transcripts will be issued.
- Unsigned transcript requests or insufficient information provided **will not** be processed.
- Photo ID is required if transcripts will be picked up.
- For Official Transcripts, make check payable to HACC and mail request and payment to the address listed above.
- Official Transcripts issued to students are enclosed in a sealed envelope and should not be opened unless for the student's use.
- Official Transcripts **will not** be faxed.

**Records Office Use only:**

Amount Paid \$ \_\_\_\_\_ Date Printed \_\_\_\_\_ Date Mailed \_\_\_\_\_ Date Picked Up \_\_\_\_\_