



7502 Fondren Road • Houston, Texas 77074-3298
(281) 649-3213, (281) 649-3440 (fax)
transcripts@hbu.edu

Office of the Registrar- Request for Official Transcript

Please fill out this form completely. Allow at least 5 business days for processing. NO TRANSCRIPT WILL BE RELEASED UNTIL ALL UNIVERSITY OBLIGATIONS ARE SATISFIED.

PRINT CLEARLY

Last Name		First Name		Middle Name		Maide n Name	
Student ID		DOB(mm/dd/yyyy)		Phone #		E-mail address	
Street Address							
City		State		Country		Postal Code	
Signature (<i>your request cannot be released without a signature</i>)						Date	
Currently Enrolled:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Last enrolled at HBU		HBU degree earned/ date	
VA Student:		<input type="checkbox"/> Yes <input type="checkbox"/> No					

Number of Copies _____

Check the appropriate box(es) below.

Reason for request:

<input type="checkbox"/> Transferring to another institution	<input type="checkbox"/> Applying to graduate school
<input type="checkbox"/> Applying for scholarship	<input type="checkbox"/> Applying for employment
<input type="checkbox"/> Other _____	

Student PICKUP (Photo ID Required) Mail the transcripts to me at the above address

HOLD transcript for: current semester grade degree posting grade change

Mail the Transcript(s) to the recipients indicated below. (Do not list your own address)

Name _____	Name _____
Street _____	Street _____
_____	_____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Special Instructions: _____	Special Instructions: _____
_____	_____
Number of Copies: _____	Number of Copies: _____