

TRANSCRIPT REQUEST FORM

Name: _____
Last First Middle Name/Initial

Student ID: _____ Date of Birth: ____/____/____
Month Day Year

Are you currently enrolled at HTIC? Yes ____ No ____
If no, last attended HTIC: Fall Spring Summer Winter ____

Email Address: _____@tokai.edu

Signature (Required) _____ Date _____

Send Transcript To: _____
School/Company/Organization etc.

Street Address

Apt/Suite/Other City State

ZIP Code Country

PDF: _____ (email address required)

Student Pick-up

Process This Request:

- Current progress
- After grades posted – term/year _____
- After degree confirmed – term/year _____ (Allow for 4-6 weeks after term ends)

Process Fee and Time:

- \$5.00 per REGULAR copy – processed within 7 business days Qty: _____
- \$10.00 per RUSH copy – processed within 48 business hours Qty: _____

***Note: If you turn it in on Friday, the earliest pick-up or mailing will be on Monday**

Postage Charges: (Note: Prices are subject to change. Your payment will be adjusted on the current postage rate without notification.)

- Regular air mail within the U.S. there is **no charge** (delivery within 14-21 business days)
- Regular air mail outside the U.S. add **\$1.20 per transcript** (delivery within 10-14 business days)
- Priority mail within the U.S. add **\$6.70** (delivery within 4-5 business days)
- Express mail within the U.S. add **\$24.70** (delivery within 2-3 business days)
- Priority mail outside the U.S. add **\$32.25** (delivery within 7 business days)
- Express mail outside the U.S. add **\$63.95** (delivery within 3-5 business days)

Transcript Amount Due: _____ **Postage Amount Due:** _____ **Total Amount Due:** _____

Credit Card Payment (pay in the accounting office Room A119 first and bring the receipt with this form back to OSS):

Type of CC: _____ CC# _____
Exp. Date: _____ Name on Card: _____ 3-Digit Security Code: _____
Signature: _____

FOR OFFICE USE ONLY:

Date of Issue: _____ Issued By: _____