

**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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Select from the options:**

Send Transcript To: \_\_\_\_\_  
School/Company/Organization etc.

\_\_\_\_\_ Street Address

\_\_\_\_\_ Apt/Suite/Other City State

\_\_\_\_\_ ZIP Code Country

Send as PDF by Email: \_\_\_\_\_ (email address required. \$10.00)  
 Student Pick-Up

**Process This Request:**

- Now
- After grades posted – term/year \_\_\_\_\_
- After degree confirmed – term/year \_\_\_\_\_ (Allow for 4-6 weeks after term ends)

**Process Fee and Time:**

- \$10.00 per REGULAR copy – processed within 7 business days Qty: \_\_\_\_\_
- \$15.00 per RUSH copy – processed within 2 business days Qty: \_\_\_\_\_

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

**Mailing Fees:** (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 **\$2 per transcript** (delivery within 10-14 business days)
- Priority mail within the U.S. add **\$9** (delivery within 4-5 business days)
- Express mail within the U.S. add **\$30** (delivery within 2-3 business days)
- Priority mail outside the U.S. add **\$40** (delivery within 7 business days)
- Express mail outside the U.S. add **\$78** (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: \_\_\_\_\_ Telephone: \_\_\_\_\_