



Office of the Registrar
 160 Herrick Road. Room 313, Newton Centre, MA 02459
 617-559-8642
registrar@hebrewcollege.edu | www.hebrewcollege.edu

Transcript Request Form

All transcript requests must be submitted in writing to the registrar’s office, either by mail to the address listed above or scanned and sent in an email. The form must be signed by the student and include the appropriate fees. Please submit request at least 2 weeks prior to when transcript is needed. **Official Transcripts cannot be faxed or sent by email.** No transcripts are issued to students with unpaid accounts in the Business Office.

I am requesting an Official Transcript. I have enclosed a check (in US dollars) payable to Hebrew College in the amount of \$10.00 for **each** official transcript I am requesting, or I am arranging to pay by credit card.

I am requesting an unofficial transcript. There is no fee.

Please *PRINT CLEARLY*

Date: _____
 Student ID # _____ or last 4 digits of Social Security # _____
 Name at time of study (last, first, MI) _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____
 Email: _____

Please send the requested transcript(s) to the following address:

Official Transcript **Unofficial Transcript \$10.00 fee enclosed for Official Transcript**

Name/Institution: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Official Transcript **Unofficial Transcript \$10.00 fee enclosed for Official Transcript**

Name/Institution: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Student’s Signature: _____

PAYMENT: You may pay by check or credit card:

I am paying by check. (Check is payable to HEBREW COLLEGE in US Dollars)
 I am paying by credit card: MasterCard Visa Card
(Please note that a 4% convenience charge will be added to all credit card payments.)

If you are sending this form electronically and would like to pay by credit card, please reach out to student accounts coordinator, Susie Kwan, at skwan@hebrewcollege.edu, to arrange payment over the phone.