



Transcript Request

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PLEASE PRINT. All financial obligations must be cleared before transcripts will be released. Note: Average processing time is 7-10 business days, so please plan accordingly. Rush service is not available. \$10 for each Official copy mailed. \$9 for each Unofficial copy faxed. No charge for Unofficial copies emailed.

STUDENT INFORMATION

HIU ID# _____ D.O.B. ____/____/____ Phone # _____

Program Online Undergraduate Graduate

Name _____
Last First MI Maiden

Street _____

City _____ State _____ Zip _____

PLEASE SEND TRANSCRIPT TO

Name _____

Street _____

City _____ State _____ Zip _____

Dates Enrolled at HIU _____ # of Copies _____ Special Notes _____

Email Address _____ Fax Number _____

CHECK ONE

Official Transcripts

- Send transcript immediately
- Hold for current/missing/incomplete grades
- Hold for degree posting
- Will pick up

Unofficial Transcripts

- Email my unofficial transcript (*unsecured delivery*)
- Hold for current/missing/incomplete grades
- Hold for degree posting
- Will pick up

I hereby give my permission to Hope International University to release my academic record to the addressee listed above.

Signature _____ Date _____

Must be a handwritten signature

FOR OFFICE USE ONLY

STUDENT ACCOUNTS DEPT CLEARANCE

Paid \$ _____ Initials _____ Cash Check Charge

_____ Clear/HOLD _____ Owes \$ _____

Signature/Date _____

Date Transcript Processed _____

Date Transcript Mailed/Picked up _____

AUTOMATIC CREDIT CARD/DEBIT CARD CHARGE

The card holder herein authorizes the HIU Business Office to process payments for transcripts by automatically charging the payment to the card provided.

Name on Card _____

Card Number _____

Card Expiration Date _____ Card Security Code _____

Amount to Charge _____

Card Billing Address _____

City _____ State _____ Zip _____

Email Receipt to _____

Card Holder's Signature _____

Must be a handwritten signature