



HUSSIAN COLLEGE

OFFICIAL RECORDS REQUEST

College Attended:

- Daymar College
- Hussian College
- American Technical College / Davidson Technical College
- Draughons Junior College
- Institute of Electronic Technology / Paducah Technical College
- Kentucky Career Institute / Beckfield College
- Owensboro Junior College of Business
- Southeastern Business College / Samuel Stephens /
- Portsmouth Interstate Business College

Campus Location:

City \_\_\_\_\_ State \_\_\_\_\_

Student Information:  Active  Graduate  Withdrawn

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Other Names Attended Under: \_\_\_\_\_

Social Security Number: \*\*\*-\*\*-\_\_\_\_\_ Dates of Attendance: \_\_\_\_\_ - \_\_\_\_\_

Program of Study: \_\_\_\_\_

Student Contact Information

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Type of Request:

- Official transcript - non-refundable fee required and paid at: [hussiancollege.edu/payment-form/](http://hussiancollege.edu/payment-form/)
- Unofficial transcript
- Verification of educational records

Location to Send Request:

- Self
- Other College
- Employer

Name of Recipient / Address / Fax Number / Email Address to Send Transcript(s):

\_\_\_\_\_  
\_\_\_\_\_

- Send Immediately
- Send After Current Term is Complete

Authorization to Release Records Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Note:

- Transcript request fees are non-refundable. Transcripts can only be released if financial commitments to the institution have been resolved. If you have a question about your student account balance with the institution prior to requesting your transcript, please contact 615-425-4969.
- Allow 15 business days for requests to be processed, including from date of payment for paid requests. Records from prior to 2007 could take up to four weeks to process from archive. If you have questions on the status of a pending request, please contact 267-710-6750.