



HUSSIAN COLLEGE

OFFICIAL RECORDS REQUEST

College Attended:

- Daymar College Draughons Junior College Hussian 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- Active Graduate Withdrawn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/
- 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 10 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.