



Trinity College

Harford, Connecticut 06106-3100
Office of the Registrar (860) 297-2115 or 2118, Fax - (860) 297-5179

OFFICIAL TRANSCRIPT REQUEST FORM

STUDENT NAME & ADDRESS		NO. COPIES TO BE SENT	
STUDENT SIGNATURE		STUDENT ID #/SSN	
DATE		CLASS YEAR	
MAIL TRANSCRIPT TO:		CHECK APPROPRIATE BOX(ES)	
		<input type="checkbox"/> UNDERGRADUATE RECORD <input type="checkbox"/> GRADUATE RECORD <input type="checkbox"/> SPECIAL CAREER RECORD	
		PLEASE SEND TRANSCRIPT: <input type="checkbox"/> ASAP	
		<input type="checkbox"/> HOLD FOR SEMESTER GRADES <input type="checkbox"/> HOLD FOR DEGREE POSTING	

WHITE - MAILING LABEL

YELLOW - REGISTRARS COPY

PINK - CONFIRMATION THAT TRANSCRIPT HAS BEEN SENT

FOR OFFICE USE ONLY	
DATE TRANSCRIPT SENT	
INITIALS	

- PLEASE COMPLETE A SEPARATE FORM FOR EACH RECIPIENT/ DESTINATION
- ALLOW TEN WORKING DAYS TO PROCESS REQUEST
- ALL FINANCIAL OBLIGATIONS TO TRINITY MUST BE MET BEFORE TRANSCRIPT CAN BE RELEASED
- CONFIRMATION (PINK COPY) WILL BE MAILED TO YOU WHEN TRANSCRIPT IS SENT