Heidelberg

UNIVERSITY

Office of the Registrar

TRANSCRIPT REQUEST FORM – OR COMPLETE REQUEST VIA OASIS TO PAY ON-LINE

Transcripts $5.00/ea. Overseas and special requests inquire directly.

Last Name	**First Name**	**M.I.**	**Maiden**

Address	**City**	**State**	**Zip Code**

- - / / (Check one below) (Estimate if needed)

Social Security   **Birth Date**   ___ Attended before 1987*   _____ Approximate graduation date ____ Attended 1987 to present

* Cannot produce electronic delivery

/ /

Signature to Release   Today's Date   Telephone in case of processing errors

☐ Hold Transcript for Current Grades   ☐ Hold Transcript for Pending Degree

***Heidelberg Offers Secure Electronic Transcript Delivery ***

Prefer Electronic Delivery to: sent approximately 24-48 hours during business days; except holidays

Must review list of schools online at https://escrip-safe.com/schools/member_list

( ) Electronic Network Recipient: _____

Write name of school as appears on the on-line list

If:

School/Recipient not on on-line list…Electronic Deliver to: sent approximately 24-48 hours during business days; except holidays

( ) Electronically Outside the Network: (make sure they accept electronic transcripts to avoid additional requests/payment)

Name of Recipient _____

Recipient's Email: _____ Confirm Recipient's Email _____

Requestor's email: Electronically sent transcripts ONLY to receive confirmation of sending and receipt:

Email _____ Confirm Email _____

Or: Deliver by Postal Mail: Sent every 5-7 business days during business hours; except holidays

Number of Copies to be sent: _____   Recipient/ University Name _____

Office/Department: _____

Address _____

Number and Street   City   State   Zip Code

Or: Issue to Requestor: Available 5-7 business days during business hours; except holidays

Student Issued Transcripts are marked as Issued To Student: Be certain, if plan to give the requested transcript to a third party, that the transcript "issued to student" will be accepted.

____ Number Copies

( ) I will pick up in the office

( ) Picked up by a third party Name: _____

Must show State ID for verification

( ) Mail to student _____

Name   Address   City, Zip

We recommend that cash is not sent in the mail. For any returned check, a $25.00 fee will be charged. Anyone with a Business Office or Loan hold will not have a transcript processed. Please make check or money order to:

Heidelberg University   Questions:

Office of the Registrar   registrar@heidelberg.edu

310 E. Market St., Tiffin, OH 44883   419.448.2090

Office Use Only
Processed by _____
PD ____ HLD _____