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

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Maiden</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Social Security</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

___ 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](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 ________________________________

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
Office of the Registrar
310 E. Market St., Tiffin, OH 44883

Questions: registrar@heidelberg.edu
419.448.2090

Office Use Only
Processed by ______
PD ____ HLD _____