

## TRANSCRIPT REQUEST FORM

This form should be printed, filled out, signed and submitted to the Registrar's Office by mail, fax, in person or scanned and attached to an email, using the contact information at the bottom of this form. Students/Alumni can obtain one unofficial transcript per semester for free. Additional copies of unofficial transcripts will be charged €10/\$10 per copy. Official transcripts will be charged €30/\$30 per copy. Please contact Financials Services ([finance@hauniv.edu](mailto:finance@hauniv.edu)) to complete the payment.

<b>STUDENT ID:</b>		<b>PROGRAM:</b>	
<b>LAST NAME:</b>		<b>FIRST NAME:</b>	
<b>EMAIL:</b>		<b>PHONE #:</b>	
<b>STATUS</b>			
<input type="checkbox"/> Student <input type="checkbox"/> Alumni <input type="checkbox"/> Non-Degree <input type="checkbox"/> Drop-out			

REASON	INSTITUTION
<input type="checkbox"/> Application for Undergraduate Studies	
<input type="checkbox"/> Application for Graduate Studies	
<input type="checkbox"/> Application for Post-Graduate Studies	
<input type="checkbox"/> Application for Professional Equivalence	
<input type="checkbox"/> Professional reasons	
<input type="checkbox"/> Other:	

NUMBER OF TRANSCRIPTS AND DELIVERY METHOD	
Unofficial transcript Number of copies:	<input type="checkbox"/> Collect paper copy at the Registrar's Office <input type="checkbox"/> Email as PDF document to the address above
Official transcript Number of copies:	<input type="checkbox"/> Collect paper copy at the Registrar's Office <input type="checkbox"/> Mail the transcript to the address(es) below

RECIPIENT NAME	ADDRESS

\* Use additional page(s) if more than one recipient(s)

<b>Date:</b>	<b>Student/Alumni Signature:</b>
<b>Date:</b>	<b>Registrar's Signature:</b>

REGISTRAR'S OFFICE	
Hellenic American University 436 Amherst Street, Nashua, NH 03063, USA or 22 Massalias Street, Athens, 10680, Greece	Email: <a href="mailto:registrar@hauniv.edu">registrar@hauniv.edu</a> Fax: +30 210 3680073

**NOTE: No transcripts will be furnished until your financial obligations to the University have been satisfied. Unofficial copies may only be sent to you or a HAUniv official. The University is not responsible for transcripts once they leave the Registrar's Office. Please include as much information as possible; failure to do so, may result in a lengthy delay, incomplete transcripts, or transcripts mailed to the wrong address(es).**