

Chestnut Hill College Transcript Request Form ~ \$15 for each copy. ~

Please DO NOT SEND CASH or PERSONAL CHECKS – we accept all major credit cards and money orders/Information: 215-248-7005

Chestnut Hill College Registrar 9601 Germantown Avenue Philadelphia, PA 19118-2623 - Secure email: registrar@chc.edu

Last Name										First Name										Middle Name			
CHC ID# (if known)										Last four of SSN				Any other name(s) under which you attended:									
E-mail										Birth Date				M	M	D	D	Y	Y				
Day #										Cell													

**** Please sign here. ** You must sign this request to release your records! Unsigned requests will not be processed!**

X	<i>Date:</i> _____
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Major/Program:										Did you receive a degree?					
										YES. Enter month/year:			NO. Enter approximate dates of attendance:		

Please : Undergraduate Continuing and Professional Studies Graduate I don't recall.

Please : Mail my transcript (s) to the recipient(s) below. Hold for current semester grades.
 Hold for degree conferral.

At the current time, our on-campus operations are limited. All transcripts will be sent by U.S. Mail. In-person pick-up and expedited service are not available. Please allow additional processing time for all requests.

Recipient #1										<i># of transcripts to this recipient:</i>		
Name/School												
Address												X \$15 each
Address										= this amount:		\$
City, State, Zip												
Recipient #2 (if needed)										<i># of transcripts to this recipient:</i>		
Name/School												
Address												X \$15 each
Address										= this amount:		\$
City, State, Zip												
Recipient #3 (if needed)										<i># of transcripts to this recipient:</i>		
Name/School												
Address												X \$15 each
Address										= this amount:		\$
City, State, Zip												
Total amount due (including any applicable expedited fees)												\$

Money Order made payable to Chestnut Hill College enclosed OR charge the amount indicated to:

Name on card, if different than yours: _____

	M	M	Y	Y				
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Credit Card Number

Expiration Date

3- or 4-digit code

***Normal processing for mailed transcripts is approximately 7 to 10 business days.** All transcripts are paper hardcopies and mailed via US Postal Service except specified FedEx transactions. **PLEASE NOTE:** If there are HOLDS on your account, your request for transcripts will not be processed but will be returned to you.