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
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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 Date:

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.

FedEx Service ☐ YES. Do you need FedEx services for an extra charge? Please email registrar@chc.edu to arrange. Charges normally range from $20-$75 in addition to the transcript fee ($15 each). All FedEx orders include tracking information.

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 or by FedEx. In-person pick-up and expedited service are not available. Please allow additional processing time for all requests.

Recipient #1
Name/School
Address
Address
City, State, Zip

# of transcripts to this recipient: X $15 each

= this amount: $

Recipient #2 (if needed)
Name/School
Address
Address
City, State, Zip

# of transcripts to this recipient: X $15 each

= this amount: $

Recipient #3 (if needed)
Name/School
Address
Address
City, State, Zip

# of transcripts to this recipient: X $15 each

= this amount: $

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: ________________________________________ 

Credit Card Number M M Y Y
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.

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