

Chestnut Hill College Transcript Request Form ~ \$10 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 _____												Date: _____					
Major/Program:						Did you receive a degree?											
						YES. Enter month/year:						NO. Enter approximate dates of attendance:					
Please <input checked="" type="checkbox"/> :						<input type="checkbox"/> Undergraduate <input type="checkbox"/> Continuing and Professional Studies <input type="checkbox"/> Graduate <input type="checkbox"/> I don't recall.											
Expedited Services <input checked="" type="checkbox"/> (Choose one):						<input type="checkbox"/> YES. Do you need expedited services for an extra charge? The charge for expedited service is \$20 per transaction in addition to the transcript fee (\$10 each). Expedited requests are typically processed within 24 hours.											
						<input type="checkbox"/> YES. Do you need expedited FedEx services for an extra charge? Please call 215-248-7005 to arrange. Charges normally range from \$20-\$75 in addition to the transcript fee (\$10 each). All FedEx orders include tracking information.											
Please <input checked="" type="checkbox"/> :						<input type="checkbox"/> Mail my transcript (s) to the recipient(s) below. <input type="checkbox"/> Hold for current semester grades.											
						<input type="checkbox"/> Hold for degree conferral.											
						<input type="checkbox"/> I will pick them up on campus:											
						**Please enter the date/time you would like to pick-up – must be at least 48-hours following request: ____ / ____ at ____: ____ am / pm (pick up time must be within Registrar Office Hours - Monday-Friday, 8:30am-5:00pm)											
Recipient #1/Or, if this is a PICK-UP request**, enter YOUR information.																	
Name/School												# of transcripts to this recipient:					
Address															X \$10 each		
Address												= this amount:			\$		
City, State, Zip																	
Recipient #2 (if needed)																	
Name/School												# of transcripts to this recipient:					
Address															X \$10 each		
Address												= this amount:			\$		
City, State, Zip																	
Recipient #3 (if needed)																	
Name/School												# of transcripts to this recipient:					
Address															X \$10 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 5 to 7 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.