

Transcript Request Policy

To request an official transcript:

1. Mail or fax a written request to:

Office of the Registrar
Huntington Junior College
900 Fifth Avenue
Huntington, WV 25701
Fax: 304-697-7554

2. **The request must be signed by the student.** Requests that do not have the student's signature will be returned unprocessed. Federal law prohibits the release of a transcript without the student's signature.
3. Please identify complete name and Social Security Number.
4. Include the name and address of where you want the transcript sent.
5. The request will be denied if the student has any financial obligation to the College. To clear your financial obligation please contact Huntington Junior College at 304-697-7550 or 800-344-4522
6. All transcripts must be mailed from Huntington Junior College. Transcripts mailed directly to the student reflect "Issued to Student."

Transcript requests are normally processed within 24 hours of receipt.



Huntington Junior College
 900 Fifth Avenue
 Huntington, WV 25701
 Fax 304-697-7554

TRANSCRIPT REQUEST FORM

Please type or print legibly all the information requested. Incomplete transcript request will not be processed. Requests by students with financial obligations will not be processed.

Name: _____
Last First Middle Maiden

SSN: _____ Birth Date: _____

Address: _____
Street City State Zip

Telephone: _____

Dates attended HJC: _____

Address(s) to Send Transcripts(s)

Transcript 1

Transcript 2

Signature: _____ Date: _____

Federal law requires the signature of the student to authorize the release of academic records