Transcript Request Policy

Effective January 1, 2015, Huntington Junior College will charge $5 per transcript requested. This fee will be waived for all graduates. As a graduate you do not pay transcript fees, audit class fees, or career services fees. HJC will still cover the cost of any transcript request fees paid to other institutions to help students transfer credits taken at other colleges to HJC. The fee may be paid by credit card or cash. All transcripts are mailed via US First Class Mail.

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 48 hours of receipt.

TRANSCRIPT REQUEST FORM

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

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: _____

Alternate number: _____ _____

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