

# HERZING

UNIVERSITY

CAREER-FOCUSED • CONVENIENT • CARING

3393 Peachtree Rd NE, Suite 1003 · Atlanta, GA 30326 · Telephone: 404.816.4533 · Fax: 404.816.5576 · Email: info@atl.herzing.edu

**Please return this completed form to the Registrar's Office.**

## Transcript Request Form

Non-refundable processing fee for official transcripts is \$5.00 / unofficial is \$3.00 per copy. Payment (cash payments accepted only at the front office, money order, credit card) must be included with this form.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Maiden/Other Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Name of College Attended (Herzing University, Massey Institute, Massey Business College)

\_\_\_\_\_  
Date of Attendance (M/Y) to (M/Y)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

Send to:

\_\_\_\_\_  
Name/Business

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Student Signature

This form must be signed by the student in order for any academic records to be released.

In order for an official transcript to be released, you financial account must be in good standing.

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For Herzing Office Use Only

Financial account clearance \_\_\_\_\_

Date Sent \_\_\_\_\_ Initials \_\_\_\_\_

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***To obtain a copy of an academic transcript choose one of the following methods:***

1. Visit the Registrar's Office and complete a transcript request form, make a **non-refundable** \$5.00 payment for official/\$3.00 for unofficial at the front office using cash, money order or debit/credit card. (***personal checks are not accepted***)
2. Send a letter along with a **non-refundable** \$5.00 money order requesting an official and \$3.00 for a unofficial copy of the transcript and include the following information:
  - Name (*if you had a different name while enrolled, please include that name*)
  - Social Security Number or Student Identification Number
  - Approximate dates of attendance
  - Name and address of person(s) or organization where the transcript(s) should be sent.
3. Download and complete the *Transcript Request Form* from Herzing University's website <http://at.herzing.edu> (click on academic → academic forms → transcript request form).
  - Mail the completed transcript request form along with a \$5.00/\$3.00 money order to the Registrar's Office at the address listed below  
Herzing College - Registrar's Office  
3393 Peachtree Road, Suite 1003, Atlanta, GA 30326
  - Fax your completed *Transcript Request Form* to **404-816-5576** and call the front-office **404-816-4533** to make your payment over the phone using debit/credit card.

**Please Note:**

- Transcript request are normally processed within 3-5 business days.
- Telephone and e-mail request for transcripts will not be honored for privacy reasons.
- Transcript will not be issued for a student with an outstanding balance.

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