



HOWARD PAYNE UNIVERSITY

Transcript Request Form

Date _____

Currently attending Howard Payne University? YES NO If not, when did you last attend (sem/year) _____

Official Transcript

Unofficial Transcript

NOTES:

- Under the Family Educational Rights and Privacy Act (FERPA), a transcript cannot be released without your signature; therefore, email transcript requests cannot be accepted. Printed, signed and scanned transcript request forms attached to an email are acceptable.
- There is a minimum preparation period of one week on transcript requests.
- There is a \$7.50 fee for per transcript request via mail. Expected expedited shipping fees may apply. Contact the Registrar's Office for expedited fee information. Contact the HPU Business Office at (325) 649-8013 to purchase transcripts.

Full Name: _____
(First, Middle, Maiden, Last; Please Print)

Address: _____
(Street Address, City, State, Zip)

Social Security Number or Student ID: _____ Contact Number: _____

Signature: _____ Email Address: _____

Options:

- Hold for final grades.
- Hold for degree.
- Email unofficial transcript to student email.
- Mail official transcript to student at address above.
- Mail official transcript to address below:

Number of Transcripts Needed: _____

Special Instructions: _____

OFFICE USE ONLY

CLEARED DATE: _____ FINANCIAL AID: _____

PAID DATE: _____ TOTAL: _____

COMPLETED DATE: _____ REGISTRAR'S OFFICE: _____

Official electronic transcripts can be requested via Instructure (formerly Parchment)

Email form to registrar@hputx.edu or mail to HPU Registrar Office, 1000 Fisk St., Brownwood, TX 76801.