

Transcript Request

Mt. Hood Community College

PLEASE FILL OUT THIS FORM COMPLETELY

Missing information may affect or delay your transcript request.
Transcript will not be released if there is a balance owing to the College.

No Fee Required

MAIL TO:
MHCC/Transcripts
Admissions/Records
26000 SE Stark St.
Gresham, OR 97030

FAXED REQUESTS
503-491-7388

YOUR INFORMATION (PRINT CLEARLY)

First Name Middle Initial Last Name MHCC Student ID Number

Other names known at MHCC _____ Telephone # _____

Street Address

City, State & Zip

Date of Birth

Special Instructions:

- Order now
- Hold for current term grades.
- Hold until degree is posted.

Please check here if you would prefer not to have your address updated.

SEND OFFICIAL TRANSCRIPTS TO:

Number of Copies _____

Name

Address

City, State & Zip

Number of Copies _____

Name

Address

City, State & Zip

I authorize MHCC to release my transcripts to the address(s) indicated above.

Student Signature (REQUIRED and MUST BE HANDWRITTEN)

Date

Transcript requests are processed in 2-4 business days along with delivery time by US Postal Service. Expect longer delays during peak periods and closures. Rush service is not available. For an official PDF transcript to be sent via secure email delivery (aka., e-transcript), visit www.mhcc.edu/transcriptrequest.