



Transcript Request

- Requests will not be held for grades or degrees that have not been posted.
- We do not accept phone or email requests for official transcripts. Requests can be submitted by fax, mail, or in person. Each official transcript is \$5.00. Payment is required at the time of the request. There is no charge for unofficial transcripts (student copy). Payment method: If you are faxing this request, you must pay by credit card. In-person and mail requests may be paid by credit card, check, money order, or cash in the exact amount.
- Average time for processing is 2-4 business days plus standard mail time. We do not fax or email official transcripts.

STUDENT INFORMATION

Full Name _____

Name at Time of Attendance (if different than above) _____

Current Address (Street) _____

(City) _____ (State or Country) _____ (Zip / Postal Code) _____

Graduation Date/Year(s) Attended _____

SS # (last 4 digits) ____ _ Primary Email _____

Cell # _____ Wk # _____

Hm # _____

TRANSCRIPT DESTINATION *(please print mailing information clearly)*

of Official ____ # of Unofficial ____ (email unofficial ____)

of Official ____ # of Unofficial ____ (email unofficial ____)

Official transcripts are \$5 per copy.
Unofficial transcripts (student copy) are free.

Total Amount \$ _____ (must be included)
NOTE: Populi will not show payment posted for 1-2 business days.

Office Use Only:
Inv ____ L ____ Pd ____
Date Mailed _____

Student Signature _____ **Date** _____
(Transcripts will not be released without your signature)

PAYMENT INFORMATION

Payment options: cash, check payable to Hazelden Betty Ford Graduate School, or by credit card to Visa, MasterCard, Discover or American Express

Full Name on the Credit Card _____

Billing Address (if different than above) _____

Card # _____ Exp Date _____

Card Holder Signature _____ Date _____

Mail request and payment to:
Registrar's Office, Hazelden Betty Ford Graduate School, PO Box 11, Center City, MN 55012.
Fax request to: 651-213-4023 (**only** if paying by credit card).
Emailed requests WILL NOT be accepted.