

REGISTRAR'S OFFICE



4000 Dauphin Street
MOBILE, ALABAMA 36608

This is to authorize and request release of a transcript of my academic record at the SPRING HILL COLLEGE to the person or institution addressed below. I understand that the Registrar's Office does not release or reproduce transcripts from other institutions. Requests for such must be directed to the institution concerned.

SIGNATURE OF STUDENT

DATE OF REQUEST

PLEASE PRINT

STUDENT
NAME
AND
ADDRESS

- Transcripts issued to a student MUST be stamped "ISSUED TO STUDENT."
- "OFFICIAL" transcripts needed for employment or admission to another university, etc. will NOT be released/mailed to a student.
- Transcripts will NOT be released to a third party without the student's written permission.

⊕ **Official Transcripts are \$10.00 each with 3-5 day processing**
(we do not overnight transcripts)

If you are currently enrolled in classes, transcript to be mailed (check one):

☐ AT END OF PRESENT TERM ☐ AFTER DEGREE IS POSTED ☐ IMMEDIATELY

USE BALLPOINT PEN: THIS IS TO BE USED AS AN INSERT IN A WINDOW
ENVELOPE. PRINT COMPLETE NAME, ADDRESS AND ZIP CODE.

PLEASE PRINT

SEND
TO:

****We do not currently email official transcripts, so please be sure to
include the mailing address for the recipient in the section above.****

EMAIL: _____

PHONE NUMBER _____

NO. OF COPIES _____

Last four #'s of SSN or SHC Student ID Number _____

BIRTHDATE _____

FORMER NAME _____

CURRENTLY ENROLLED?

YES ☐

NO ☐

DID YOU GRADUATE?

YES ☐

NO ☐

DATES OF ATTENDANCE?

FROM _____

TO _____

PURPOSE

☐ applying to Grad/Prof School

☐ considering transfer

☐ applying for transient study

☐ employment

☐ going on leave of absence

☐ other

☐ transferring

FOR USE BY BUSINESS OFFICE

Transcript release authorized by _____

TRANSCRIPT
MAILED ON

DATE _____

DATE _____

You can MAIL your request to:
(please make check or money order
payable to Spring Hill College)

**Spring Hill College
Registrar's Office
4000 Dauphin Street
Mobile, AL 36608**

OR

You can FAX your request to:
(Please include credit card number) **251-460-2192**

You can EMAIL your request to:
(Please include credit card number) **order-transcripts@shc.edu**

☐ VISA

☐ DISCOVER

☐ MASTERCARD

Card # _____ - _____ - _____ - _____

Exp. Date _____ / _____

Verification Code # _____ Name on Card: _____

No. of copies _____ @ \$10.00 Total _____

Spring Hill College Transcript Ordering Options

Transcript Ordering / Delivery Options

*Transcripts may be ordered via Fax at 251-460-2192

*Transcripts may be ordered via email at order-transcripts@shc.edu

*Transcripts may be ordered by visiting the Registrar's Office

*Transcripts may be ordered by mail:

Spring Hill College
ATTN: Registrar's Office
4000 Dauphin Street
Mobile, AL 36608

For orders via fax, mail, email, or in person for 3-5 days processing, the payment is \$10 (**we do not overnight transcripts**). Once it leaves our office, we have no control of when it is received.

All transcripts mailed to the student or picked up in person by the student will be stamped "Issued to Student". No exceptions.

Transcript orders will not be processed if you have any financial holds. When the hold is removed, it is the student's responsibility to inform the Registrar's Office. You may call 251-380-2240 or email at order-transcripts@shc.edu.

PLEASE fill out the entire form. It is necessary in finding older records.

Official transcripts cannot be emailed to the student or the recipient. All official transcripts will be mailed to the address included on the form.

The normal processing time for sending official transcripts is 3-5 business days, however, during peak times such as registration or commencement, processing may take longer.

Processing times may vary due to the number of requests received daily.

Spring Hill College does NOT provide faxed official transcripts due to security & privacy considerations.

All transcript requests require the student's signature.