



TRANSCRIPT REQUEST FORM

This form should be printed, filled out, signed and submitted to the Registrar's Office by mail, fax, in person or scanned and attached to an email, using the contact information at the bottom of this form. Students can obtain one unofficial transcript per semester for free. Additional copies of unofficial transcripts will be charged €10 per copy. Official transcripts will be charged €30 per copy. Please contact Financial Services (finance@hauniv.edu) to complete the payment.

Last Name: _____ **First Name:** _____
Student ID: _____ **Daytime phone number:** _____
E-mail Address: _____ **Program:** _____
Major (if applicable): _____ **Minor (if applicable):** _____

Status

- | | |
|----------------------------------|--|
| ☐ Student | ☐ Non-degree |
| ☐ Alumni | ☐ Undergraduate |
| | ☐ Graduate |
| | ☐ Ph.D. |

Number of Transcripts and Delivery Method

Unofficial Transcript (Copies: ____)

- ☐ Email the transcript as a PDF document to the address above or
☐ Collect paper copy at the Registrar's Office

Official Transcript (Copies: ____)

- ☐ Collect paper copy at the Registrar's Office or
☐ Mail the transcript to the address(es) below (please submit extra form(s) as required, if more than two addresses)

	1	2
Recipient Name(s)		
Address(es)		

Student Signature: _____ **Date:** _____

Mailing Address

Registrar's Office
Hellenic American University
52 Concord St. Manchester, NH 03101, USA
or
22 Massalias St. Athens, 10680, Greece
Fax: +30 210 3680073
email: registrar@hauniv.edu

NOTE: No official transcripts will be furnished until your financial obligations to the university have been satisfied. Unofficial copies may only be sent to you or a HAUniv official. The University is not responsible for transcripts once they leave the Registrar's Office. Please include as much information as possible; failure to do so may result in a lengthy delay, incomplete transcripts, or transcripts mailed to the wrong address(es).