



## Transcript Release Request Form

Obtaining official transcripts for your prior college/post-secondary work is critical in determining your tuition and course schedule. Please request your academic transcripts immediately to ensure your enrollment will not be delayed.

**Instructions for student:**

1. Complete the entire form below – remember to sign.
2. Include the release fee your prior institution requires (if applicable).
3. Mail the form and release the fee to your prior institution.
4. To expedite the process, it is recommended you call or email the institution 3-5 days later to confirm they have received and processed your request.

**Instructions for previous institution:**

Please send an official transcript of my academic work to:

**Herzing University Online**  
**Attn: Registrar**  
**525 North 6th Street**  
**Milwaukee, WI 53203**

Name of institution: \_\_\_\_\_

Name on transcripts: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Dates of attendance: From: \_\_\_\_\_ To: \_\_\_\_\_

Social security number: \_\_\_\_\_

Current name (if different than above): \_\_\_\_\_

Check here if payment is included:

\_\_\_\_\_  
Student Signature

*Please detach bottom portion and return with official transcript. Thank you.*

Name on transcripts: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Social security number: \_\_\_\_\_

Current name (if different than above): \_\_\_\_\_

Institution address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_