

- No transcript will be released until all Hamline financial obligations have been met.
- Transcript requests will not be held awaiting final grades.
- Normal processing time for transcripts is 2 business days from receipt of the signed request.
- There is no fee associated with regular, individual transcript requests.
- Email your request to: registrar@hamline.edu
- Send your request to: Hamline University Transcripts, MS-A1750  
1536 Hewitt Ave  
Saint Paul, MN 55104-1284
- Fax your request to: 651-523-2585

Hamline ID:  DOB:  Date:

Name:

Previous name under which records may be listed:

Address:

City:  State:  Zip:

Day phone:  Email address:

Year(s) of attendance:

Requested records (check all that apply):  Undergraduate records  Graduate records  Law records

Signature \_\_\_\_\_

Will pick up at Student Administrative Services office, East Hall 113 - number of copies:

Please forward to following address(es):

Address 1 - number of copies:

Address 2 - number of copies: