

**BUNKER HILL COMMUNITY COLLEGE - ENROLLMENT SERVICES CENTER**

**TRANSCRIPT REQUEST FORM**

*(Will be processed within 5-10 working days)*

PLEASE PRINT

OFFICIAL

SS# or ID# \_\_\_\_\_

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

FORMER NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

APT. #: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CHECK ONE:

- Hold for pickup
- Mail as soon as possible
- Mail after grades for the following semester are available:
  - Fall       Spring
  - Summer I     Summer II
- Mail after my degree is awarded

First Semester enrolled  
Spring 20\_\_    Fall 20\_\_

Last Semester Enrolled  
Spring 20\_\_    Fall 20\_\_

Approximate number of credits earned  
\_\_\_\_\_

Date of Graduation: \_\_\_\_\_

SEND TRANSCRIPT(S) TO:  
*(Please fill in complete address below)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

ATTACH TWO DOLLARS (\$2.00) FOR **EACH** TRANSCRIPT (CHECKS ONLY) ENVELOPE

*Mail to: BHCC - Enrollment Services, 250 New Rutherford Ave, Boston, MA 02129*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date Transcript Sent Out*

\_\_\_\_\_  
*Staff Initials*