



## Ordering an official transcript in person

Official Transcript/Diplomas can be ordered in person by going into your local Hollywood Institute Campus and submitting a completed Official Transcript Request Form. If a Transcript Request Form is submitted to a campus other than the campus you attended, we will forward your request to the campus you attended to be processed.

## Ordering an Official Transcript by Mail or Email

Official Transcripts can be ordered by mail or email by sending in a completed Official Transcript Request Form to the campus you attended. Campus information is listed below. For email submission, please email transcript requests to [Info@hi.edu](mailto:Info@hi.edu)

NOTE: Student academic records are classified as confidential and may be released only with the student's authorization, in accordance with the Family Educational Rights and Privacy Act of 1974. Unsigned requests will not be processed.

\*It can take up to 10 business days to prepare and send an official Transcript/Diploma.

## Charges for transcripts and diplomas

There is a **\$5.00 charge per Transcript** and a **\$25.00 charge per Diploma** that is requested. Cash, Check or Credit Cards are acceptable forms of payment. Note: There is no charge for transcripts being sent to FSMTB (Mblex).

*\*Express Mail, Certified Mail, etc. is available Upon request. Any additional costs for the services will be charged to the student/graduate.*

## Campus location Information

### Hollywood Campus

420 S. State Road 7, Hollywood, FL 33023

Phone: (954) 922-5505

### Casselberry Campus

1271 State Road 436 Suite 131 Casselberry, FL 32707

Phone: (407) 681-2410

### West Palm Beach Campus

7587 South Dixie Highway West Palm Beach, FL 33405

Phone: (561) 547-6333

### Margate Campus

5000 Coconut Creek Parkway Suite C Margate, FL 33064

Phone: (954) 781-2468

# Transcript Request Form

## Request for Official Transcript or Diploma:

Campus Attended: \_\_\_\_\_ Program: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name while Attending School: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class Number: \_\_\_\_\_ Start Date: \_\_\_\_\_ Grad Date: \_\_\_\_\_

Student Address: \_\_\_\_\_

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

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

## Mail Documents To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

## Additional Instructions/Documents Needed:

Are you using these transcript(s) for licensing purposes? Yes No If Yes, which State? \_\_\_\_\_

If ordering multiple copies, do you need each transcript sealed in separate envelopes? Yes No

Additional Comments you need us to know about y our request:

\_\_\_\_\_  
\_\_\_\_\_

Transcript(s) \_\_\_\_\_ @ \$5.00 each = \$ \_\_\_\_\_

Diplomas(s) \_\_\_\_\_ @ \$25.00 each = \$ \_\_\_\_\_

Additional Mail Service Requested = \$ \_\_\_\_\_ Yes No

if yes, campus will update the cost and total

Total = \$ \_\_\_\_\_

Mastercard Visa Discover American Express

Acct# \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV#: \_\_\_\_\_

Signature: \_\_\_\_\_