



Part 3 Transcript Request

Dear Sir/Madam:

Please send an official transcript of my academic record to Transfer Admissions, Hood College, 401 Rosemont Avenue, Frederick MD 21701-8575. This document is needed in connection with my request for transfer credit, and it will be used by both the Registrar and the Transfer Admissions staff in advising me about the course of study I should undertake at Hood. If there is a charge for this service, please bill me. Thank you for your prompt attention.

I was a student at your institution from _____ to _____

My name at that time was _____

Name _____ Social Security Number _____

Current Address _____

Phone _____

Signature _____



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