



Enrollment Support Services
33 South Commercial Street
Manchester, NH 03101
Fax: 603.314.1486

Transcript Request Form

This form is used by Southern New Hampshire University for the sole purpose of requesting transcripts on behalf of our prospective students. The prospective student's signature on this form grants Southern New Hampshire University the right to request transcripts directly from institutions the student has previously attended. If Southern New Hampshire University is unable to obtain transcripts for any reason the prospective student will be responsible for obtaining transcripts.

Please send one (1) official transcript for the following student to:

Secured official electronic transcripts: COCEdocs@snhu.edu (Emailed attachments cannot be considered official)

Mail: SNHU Enrollment Support Services

33 South Commercial Street

Manchester, NH 03101-2626

Institution Previously Attended

Name of Institution Attended (No Abbreviations): _____

Campus: _____

Attended Online? (Yes/No) _____

City: _____ State: _____ Zip Code: _____

Month/Year you started: _____ to Month/Year you stopped attending: _____ Student ID# _____

Program of Study: _____

Degree Earned: _____

Have you taken graduate coursework? _____ If yes, which program? _____

Student Information

(Legal) First Name: _____ (Legal) Last Name: _____

Date of Birth: _____

Previous Names (First and Last): _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

Student Signature:* _____ Date: _____

**I hereby authorize a faxed or emailed copy of this signature to be used in lieu of the original.*

Student must submit signed form to cokedocs@snhu.edu, or mail to:

SNHU Enrollment Support Services - 33 South Commercial Street, Manchester, NH 03101-2626

In order to process this request, all fields must be entered completely and the prospective student must have completed an application for admission to Southern New Hampshire University.