



REVERSE TRANSFER TRANSCRIPT REQUEST/RELEASE

Eastern Illinois University
Office of the Registrar
600 Lincoln Avenue
Charleston, IL 61920
217-581-3511
217-581-3412 FAX
records@eiu.edu



Please complete, sign and then mail, fax, email or deliver in person to the above address:

EIU Student E# HCC Student ID# Birth Date (mm/dd/yy)

Last Name First Middle Former/Maiden (if Applicable)

Current Street Address EIU Student Email Address

City State Zip Telephone

Last Completed Term @ EIU Last Completed Term @ HCC HCC Student Email Address

FERPA Statement:

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, updated January 2009, I understand that my educational records cannot be released without my permission. I authorize the release of my academic records from EIU to HCC, and the release of any additional academic records from HCC to EIU, in order to share student data information between the two institutions without the violation of FERPA. I understand that I have the right to rescind this release agreement of my academic records at any time by notifying the Registrar at Eastern Illinois University.

I understand the FERPA statement and agree to my student records being shared between EIU and HCC for the purpose of credit evaluation to determine the awarding of an Associate Degree from HCC. This form also confirms my intention to graduate from HCC if/when I've met the AA or AS Degree requirements.

STUDENT SIGNATURE: DATE:

A COPY OF THIS FORM WILL BE TRANSMITTED WITH THE OFFICIAL TRANSCRIPTS