



## Office of Admissions

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# Request for Official, Final Transcript

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### Instructions

As part of HFC's admissions requirement, an **Official, Final Transcript** must be submitted to the college by your institution.

**On the transcript, please indicate:**

- a. If the student earned a diploma;
- b. The student's year of graduation; and
- c. Student's date of birth.

**Please send the transcript directly from your institution via:**

- a. An electronic delivery service such as Parchment;
- b. Fax to 313-845-9891 (with a cover letter on your letterhead); or
- c. US Postal Service, addressed to:

Henry Ford College,  
Office of Admissions  
5101 Evergreen Rd.  
Dearborn, MI 48128

### Student Information

Student Name: \_\_\_\_\_ has applied to Henry Ford College (HFC).