

HAMPTON UNIVERSITY

HAMPTON, VIRGINIA 23668

THE FREDDYE T. DAVY
HONORS COLLEGE
(757) 727-5076
FAX (757) 728-6711
honors@hamptonu.edu

MEMORANDUM

To: University Registrar

From: HU Student ID#:

Date:

RE: Request for Transcript

I am applying for a(n) scholarship, internship, job, or other (please specify:)
and I need an official copy of my transcript to complete the application. The deadline for
my application is (mm/dd/yyyy) .

I am a member of the Freddye T. Davy Honors College. As such, I am requesting a waiver of the
transcript fee.

I appreciate your prompt attention to this matter.

Student's Signature

- Transcript should be mailed.
- Transcript will be picked up.

Transcript should be sent to:

Approved by:

Director, Freddye T. Davy Honors College
Revised 03/2018

THE HAMPTON UNIVERSITY FREDDYE T. DAVY HONORS COLLEGE IS A MEMBER OF THE:
*National Collegiate Honors Council; Southern Regional Honors Council; Virginia Collegiate Honors Council;
National Association of African American Honors Program*