

plus.hope.edu  
**ACCESS REQUEST**

Print, complete and sign this form by hand, then return to the Registrar's Office. Return the form via:

Email (scan it or take a high-quality photo that we can read)

Fax (please call to verify we have received it)

Mail

In person

We will use the information provided to verify your identity.

Unofficial transcripts are only available for students who attended during or after fall 1984.

Last Name

First Name

Middle Name

Maiden/Former Name, if applicable

Date of Birth

Last 5 digits of SSN

Email address

Phone

Enrollment Dates

I am requesting that my plus.hope.edu user ID be sent to the email address listed above. Hope College is not responsible for the confidentiality of my personal information after my ID has been emailed to me. I understand that my ID is confidential. Please reset my PIN so I can access my unofficial transcript and my student records online.

**Handwritten signature (required to process your request)**

**Date**

Hope College  
Office of the Dean for Academic Services and Registrar  
PO Box 9000 (mail)  
141 E. 12<sup>th</sup> St., DeWitt Center 1<sup>st</sup> floor (in person)  
Holland, MI 49422