



**REVERSE TRANSFER AGREEMENT
Transcript Request Form**

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RECORDS AND REGISTRATION
303 Pierce Hall, Ypsilanti, MI 48197
734.487.4111
FAX: 734.487.6808



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

EMU Student ID Number _____ HFC Student ID Number _____ Birth date (mm/dd/yy) _____

Last Name _____ First _____ Middle _____ Former (If Applicable) _____

Current Street Address _____ email address _____

City _____ State _____ Zip _____ Telephone _____

Last Term @ EMU

Last Term @ HFC

CHECK ONE:

SEND TRANSCRIPT AS IS

HOLD UNTIL END OF NEXT GRADING PERIOD

Requests completed using this form will be sent automatically to:

ATTN: Reverse Transfer Transcript Evaluation, Henry Ford College, 5101 Evergreen Road, Dearborn, MI 48128. Transcript fees will be waived. Transcripts will not be issued for anyone with a financial hold at Eastern Michigan University.

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 written permission. I authorize the release of my academic records from Eastern Michigan University to HFC, and the release of any additional academic records from HFC to Eastern Michigan University, 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 at any time by notifying the Office of Records and Registration at Eastern Michigan University and the Office of the Registrar at Henry Ford College.

My signature below is agreement that:

- ✓ I understand the FERPA statement and agree to my student records being shared between EMU and HFC for the purpose of credit evaluation to determine the awarding of an Associate Degree from Henry Ford College.
- ✓ If applicable, an appropriate Associate Degree will be awarded based on my records, requirements of the degree, and credits earned. If I have completed the requirements of any degree program at HFC, I will be awarded the degree. In some cases the awarded Associate Degree may not be the degree I declared that I was pursuing while a student at HFC. (*If you wish to be considered for a degree other than General Studies, please make a note on the form.*)
- ✓ If it is appropriate to award an Associate Degree, my signature below gives permission to HFC to award the degree and notify me of the results without further intervention on my part.

Signature

Today's Date

OFFICE USE ONLY - REVERSE TRANSFER AGREEMENT:

DATE SUBMITTED _____

COPY TO HFC _____

TIME SUBMITTED _____

CHECKED FOR HOLDS _____

R&R STAFF INITIALS _____