![Chattahoochee TECHNICAL COLLEGE logo]

Transcript Request

STEP 1: Your Information

Name: _____   Student ID or SSN:_____

First   Middle Initial   Last

Phone Number: **(_____)** _____   Date of Birth: _____

Area Code   Month/Day/Year

Personal Email Address: _____

(Used to send you confirmation notices when an electronic transcript is sent to a participating receiving college or university)

STEP 2: Delivery Options **(Note: Choose only one delivery option per request form)**

___ **Send an electronic transcript**
(Electronic submissions arrive faster. Recipients have 14 days to download the electronic transcript. If the electronic transcript has to be resent, it will cost an additional $5.00 per submission.)

___ **Mail transcript**

STEP 3: Delivery destination and quantity * *(Where do you want us to send your transcript?)*

No. Copies	*Important: A mailing address is required for both electronic and mail option deliveries.*		
_____	Name	Address	City, State, Zip Code
_____	Name	Address	City, State, Zip Code
_____	Name	Address	City, State, Zip Code

STEP 4: Processing Options – choose one option per request

_____ **Send immediately**

_____ **If currently enrolled, send after grades are posted** *(7 days after final grades submitted)*

_____ **If graduation has not been awarded, send after degree/diploma/certificate is posted**
(Please allow 2-4 weeks after completion of graduation requirements)

STEP 5: Release Authorization Requested

Signature: _____ Date: _____

(Your signature is required for processing and delivery.)

STEP 6: Payment Procedure

Submit this form to the Registrar/Student Affairs Office on any CTC campus along with <u>$5 non-refundable processing fee per transcript request</u>. Please allow up to 10 business days for processing.

By mail:	By fax:
Chattahoochee Technical College **Bursar's Office** **980 South Cobb Drive** **Marietta, GA 30060-3398**	**Fax Number: 770-443-3654** **<u>THEN</u> call to pay with debit/credit card: 770-443-3625**