

Transcript/Certificate Request Form

Date of request _____ Name at time of attendance _____

Phone number _____ Years of attendance/Tech graduation year _____

Quantity requested ____ Transcript ____ Certificate

If requesting certificates, list courses _____

Would you like your requested documents mailed? ____ Yes ____ No, I will pick up

If yes, please provide address(es)-

Method of payment ____ Cash ____ Check ____ Credit Card # _____ Exp _____

*I authorize release of my documents and agree to all applicable charges. _____

Signature

Comments or special instructions _____

Office use only

Date Received ____ Amount Paid ____ Completed Date ____ Completed By ____

Document Fees Effective January 2007

<u>Technician Training Year</u>	<u>Transcript</u>	<u>Certificate</u>	<u>Archive Fee</u>
2006-2002	\$3.00	\$5.00	\$0
2001-1995	\$5.00*	\$8.00	\$5.00
1994-1980	\$10.00*	\$15.00	\$5.00

*Fee may be adjusted. First time requests may require level of research resulting in increased fees. Students who have requested transcripts previously where major research is already on record, may be charged current transcript fee plus archive fee.