

Transcript Request

CTC transmits official college transcripts electronically for faster, more accurate delivery. Please complete this form and submit payment to the Bursar's Office to request official transcripts.
Allow up to 10 business days for processing requests.

PLEASE PRINT CLEARLY:

Name: _____ **Student ID or SSN:** _____
First Middle Initial Last

Phone Number: (____) _____ **Date of Birth:** _____
Area Code Month/Day/Year

For confirmation ONLY; personal email: _____
(For ELECTRONIC transmittal notifications ONLY -please print clearly)

An email confirmation will be sent to this address when an Escript is delivered and again when it is received.

Respond to the following to ensure prompt and accurate delivery of official transcript.

Check one of the following:

- Send transcript **NOW & will SAY "In-progress" if in classes. (Processing time needed)**
- I am currently enrolled; I need **FINAL term** grades. (7 days after FINAL grades submitted)
- Send **FINAL** transcript when graduation status is posted. (2-4 weeks after graduation)

Quantity Requested: _____ Each request will cost you \$5.00, **EVEN** the electronic copies.

Provide complete information for each transcript recipient. (Address still needed for eScripting)

Name	Address	City, State, Zip Code
Name	Address	City, State, Zip Code
Name	Address	City, State, Zip Code

Send OFFICIAL electronic transcript to an email. _____
(Print clear email address.)

NOTE: Electronic transcript will be available for download for a period of 14 days.

Signature: _____ **Date:** _____
Your signature is required for processing and delivery.

NOTE: If you only pay \$5.00 but the RECEIVING information provided includes BOTH an email and a physical address; eScrip (electronic) will be SENT, if possible.

Submit this form to the Registrar/Student Affairs Office on any CTC campus along with \$5 per transcript.

To submit by mail:

Chattahoochee Technical College
Bursar's Office
980 South Cobb Drive
Marietta, GA 30060-3398

To request by fax:

Fax this form to: 770-443-3654
THEN call to pay with debit/credit card: 770-443-3625