

# Transcript Request

Please **ONLY** use **BLACK** ink.

For questions or inquiries, email:  
registrar's.office@chattahoocheetech.edu

## 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: \_\_\_\_\_

PLEASE NOTE: THIS CONFIRMATION MAY GO TO SPAM WITH ANY NON COLLEGE EMAIL ACCOUNT.  
(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. ☐ Mail Transcript.

☐ Email address: \_\_\_\_\_

PLEASE NOTE: THIS CONFIRMATION MAY GO TO SPAM WITH ANY TYPE OF YAHOO ACCOUNT

**\*(Electronic/e-mail submissions arrive faster, so the request will go eScrip if they are receivers. Recipients have 14 days to download the electronic transcript. If it has to be resent, it will cost an additional \$5.00 per submission.)**

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

No. Copies	<i>*Important: A mailing address is required for both electronic and mail option deliveries.</i>		
_____	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. (3-5 days after final grades submitted)  
☐ If graduation has not been awarded, send after degree/diploma/certificate is posted.  
(Please allow up to 2 weeks after completion of graduation requirements.)

## STEP 5: Release Authorization Requested

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Your signature is required for processing and delivery.)

## STEP 6: Submission and Payment Procedure: CTC offers 4 ways of submitting your transcript request form.

- (1) If in person, after paying the **\$5 non-refundable processing fee per transcript request**, please submit this completed form to the **Student Affairs/Registrar's Office on any campus**. Please allow up to 3-5 business days for processing.

(2) **By mail: (money order or check)**  
Chattahoochee Technical College  
Bursar's Office  
980 South Cobb Drive  
Marietta, GA 30060-3398

(3) **By e-mail:** cashier@chattahoocheetech.edu  
--Scan and send as an attachment.

(4) **By fax:** 770-443-3654

**You may call to pay with debit or credit card: 770-443-3625.**