



Transcript Request

\$5.00 Non-Refundable Fee
Submission and payment options are listed
at the bottom of the form.

**** For faster processing, please use the Official Transcript Request through BannerWeb.**

Section 1: Student Information

Name: _____ Student ID or SS#: _____
Phone Number: _____ Date of Birth: _____
Personal Email Address: _____
*If requesting an electronic transcript (eScript-Safe), a confirmation notice will be sent to this email address.

Section 2: Delivery Destination (Please submit 1 form per transcript requested)

College Name or Individual's Name: _____
Address: _____
Or
Email Address: _____

Section 3: Number of Transcripts Requested

_____ *Please note there is a \$5 fee per transcript you request

Section 4: Delivery Options *The default delivery method is always electronic if both mailing address and email address are listed.

☐ Electronic Transcript (eScript-Safe) ☐ Mail Transcript

Section 5: Processing Options (Choose ONE)

- ☐ Send immediately. *(Please allow up to 5 days for processing)*
- ☐ 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.)

Student Signature

Date

Section 6: Submission and payment options

<p><u>On campus:</u> After paying the \$5 non-refundable processing fee per transcript request, please submit this completed form to the Student Affairs Office on any campus.</p>	<p><u>By mail: (money order or check)</u> Chattahoochee Technical College Bursar's Office 980 South Cobb Drive Marietta, GA 30060</p>
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Cashier Office Use Only

Receipt #: _____ Amount: _____ Date: _____

Student Affairs Office Use Only

Received by: _____ Date: _____