

# Guilford Technical Community College

Transcript Requests

P.O. Box 309, DRAWER R

Jamestown, North Carolina 27282

Attn: Cashiers Office



An Affirmative Action/Equal Opportunity College

## Transcript Request Form

No faxed requests (For transcript request information see:

<http://www.gtcc.edu/enrollment-services/records/services/transcripts.aspx>)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's record(s) will not be released without prior written consent from the student\*. Students must also fulfill ALL financial obligations to GTCC before transcripts are sent.

Student I.D. Number: _____		Date of Birth: _____		
Legal Name: Last,	First,	MI	Previous or Maiden Name	
Permanent Address:	Apt# / Street	City	State	Zip Code
Phone #: Home	Work	Cell	E-mail Address	
Signature of Student	* Cannot process without signature.		Date	
			Important! Must sign and date.	

Please fill out completely. Check transcript type and/or Placement Test scores to be sent.

(Please note, we do not issue GED transcripts, for GED transcript information contact the GED hotline at 919-807-7139.)

\_\_\_ Adult High School Transcript

\_\_\_ Placement Test Scores (no fee for Test Scores)

\_\_\_ Transcript: Approximate dates of attendance

From: \_\_\_\_\_ To: \_\_\_\_\_

I hereby authorize GTCC to release \_\_\_\_\_ (# of copies) of my transcript to the following address(es).

Mail To: (1) \_\_\_\_\_

(2) \_\_\_\_\_

There is a \$5.00 fee for each transcript requested. Payment Amount Enclosed: \$ \_\_\_\_\_

GTCC accepts cash, money orders, American Express, Discover, MasterCard and Visa as payment for transcripts. We can only accept debit cards that have the Visa or MasterCard logo on them.

***Personal Checks are NOT accepted as a form of payment for transcripts.***

- If you are mailing your request, send a money order. **DO NOT MAIL CASH.**
  - If paying in person, you must present the actual credit card to the cashier.
- Two forms of ID are required for all transactions. One must be an unexpired photo ID.

For Office Use Only

Transcript Fee Received \_\_\_\_\_ Fee Not Required \_\_\_\_\_ Validation # \_\_\_\_\_ Amount Pd. \_\_\_\_\_ PERC Checked \_\_\_\_\_

Request Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

06/12