



## Transcript Request Form

### Instructions to the Student

- Complete this form and send it to the previous high school from which you graduated, as well as any colleges you may have attended. **Please do not send this form to Ashworth College.**
- If your previous school requires a fee to issue a transcript, please include it with this form to avoid any delays.
- If your transcripts cannot be sent in English, they must be translated into English by World Education Services (W.E.S.). You can reach W.E.S. at 1-800-937.3895 or [www.wes.org](http://www.wes.org).
- Transcripts must be received by Ashworth College within 90 days from the date you enrolled with Ashworth College.

Student Name: \_\_\_\_\_ Ashworth Student Number: \_\_\_\_\_

Maiden Name or Name Used when Attending Previous School: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Circle One:  Male  Female

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Previous School Attended: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Enrolled From: \_\_\_\_\_ to \_\_\_\_\_ School Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Instructions to the Registrar

- Please send an **official copy** of the student's transcript to one of the below:
  - Ashworth College – Transcript Processing  
P.O. Box 923147, Norcross, GA 30010-3147
  - Fax: 770.729.8578
  - Email: [registrar@ashworthcollege.edu](mailto:registrar@ashworthcollege.edu)
- Please include a school profile and course description, if available.
- Transcript needs to show courses taken, grades received, credits earned (or test scores if GED was awarded) and when the student earned a diploma, if applicable.
- The student is responsible for any fees for this service.
- **Important:** Please write the Ashworth College student number, listed above, on the transcript or send a copy of this form with the transcript.
- If you have questions, please call the Ashworth Registrar's Office at 800.224.7234.