

928 Manchester Expressway • Columbus, Georgia 31904-6572 • 706.649.1800 [www.columbustech.edu](http://www.columbustech.edu/)

***REQUEST FOR OFFICIAL SCHOOL TRANSCRIPT***

Prospective students may use this form to request official transcripts from High Schools or Colleges/Universities previously attended. Columbus Technical College cannot order academic records for students. The responsibility of assuring that all required documents are forwarded to Columbus Technical College rests solely with the student.

Name of School & Office Receiving this request.

***To:***

NAME OF SCHOOL ATIENDED

STREET ADDRESS

CITY

STATE

ZIP

DATES ATTENDED:

FROM TO GRADUATION DATE

***From:***

LAST NAME AS ITAPPEARS ON THE TRANSCRIPT FIRST NAME Ml

CURRENT LAST NAME FROREVUIYS DIFFERENT

FIRST NAME

Ml

STREET ADDRESS

CITY

STATE

ZIP

SOCIAL SECURITY NUMBER

DATE OF BIRTH

My signature below indicates my request and permission for the school named above to release my school transcript to Columbus Technical College at the address listed above.

**SIGNATURE** **DATE**

NOTE: Columbus Technical College accepts only official copies of transcripts. Copies released to students, faxed copies, or hand-delivered copies not in a sealed envelope cannot be accepted for purposes of admissions or transfer grade consideration. All documents released to Columbus Technical College become the property of the college and may not be reproduced or forwarded to other agencies or institutions.