

Columbus Technical College 928 Manchester Expressway, Columbus, GA 31904-6572

REQUEST FOR OFFICIAL SCHOOL TRANSCRIPT - type information into colored areas

Use the PRINT button below. Mail completed form *to the school* from which you need a transcript.

TO: _____ School Attended

Address

City State Zip

Dates Attended(mm/yyyy): From To Graduation Date:

FROM: _____ Name as it appears on transcript:
LAST FIRST M.I.

Current Name:
LAST FIRST M.I.

Address

City State Zip

SSN: Date of Birth (mm/dd/yyyy):

My signature below indicates my request and permission for the school named above to release my school transcripts to: COLUMBUS TECHNICAL COLLEGE , OFFICE OF ADMISSIONS, 928 MANCHESTER EXPRESSWAY , COLUMBUS, GA 31904-6572

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 of grade considerations. 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. AO/9-00