

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.) _____

I hereby authorize _____ with a picture ID to pick up transcript(s) on my behalf.

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: _____