



OFFICIAL TRANSCRIPT/CERTIFICATE REQUEST

Program certificates are awarded and mailed after completion. Duplicate certificates are \$20. Official transcripts are \$7. You can pay by cash or credit card. To make payment, visit or contact the Treasurer’s Office at 720-423-4786. Once a course has ended, final grades will not be posted on transcripts until after they have been submitted by the instructor. EGTC does not provide GED Test diplomas or score transcripts, HSE/GED transcripts and diplomas must be ordered through MYGED. Go to GED.com and open the request transcript menu.

Please submit this form in-person to the Treasurer’s Office or by email to student.records@emilygriffith.edu. Please allow 5 business days (10 business days for transcripts dated prior to 1990) to process your request after payment is received. Official transcripts and certificates will not be released to students with unmet financial obligations.

Please print clearly:

Last four digits of Social Security#: _____ **Date of Birth:** _____

 Month/Day/Year

Name: _____
 Last Name First Name M Last name when attended (if changed)

Phone#: _____ **Email:** _____

Address: _____
 Street City State Zip

Program (please select): Career/Technical ABE/GED ESL/CRESL Apprenticeship
 (2014-2015+ prep course transcripts only) (transcripts only)

I am requesting the following number of documents: Official Transcript(s) Certificate(s) **Year(s) were you here:** _____

Reason for Transcript Request (please select):

- Admission to another University/Institution: _____
- Employment Purposes
- Military
- VA Benefits
- Internship/Clinical
- Scholarship Application
- Tuition Reimbursement
- Licensure
- Other, please provide reason: _____

Delivery (please select):

- Address above
- Address below
- I will pick-up at the Welcome desk* (email sent when ready for pick up)

 Name and/or Institution

 Street City State Zip

By signing below, I authorize Emily Griffith Technical College to release my transcript/certificate by the delivery method indicated above.

Signature: _____ **Date:** _____

***You will be required to present your student ID card when picking up transcripts from the welcome desk. If sending a third party to pick up on your behalf, please submit an Authorization for Release of Records form (available at the Welcome Desk or at <http://www.emilygriffith.edu/file/ferpa-release-form>) prior to their arrival.**