



OFFICIAL TRANSCRIPT/CERTIFICATE REQUEST

Official digital and paper transcripts can also be purchased through the link on the Student Records page at emilygriffith.edu/student-records.

Please submit completed form in-person to the Treasurer's Office or by email to student.records@emilygriffith.edu. Please allow 5 business days after payment is received to process your request. Official transcripts and certificates will not be released to students with unmet financial obligations. Duplicate certificates are \$20, official transcripts are \$7. You can view payment options and make a payment at emilygriffith.edu/payment, or call 720-423-4700. You may also bring your completed form to the Treasurer's office at 1860 Lincoln St, Room 633, and pay there in person.

EGTC does not issue GED diplomas or transcripts, or Emily Griffith High School transcripts. GED diplomas or transcripts can be requested at ged.com/life_after_ged/. Emily Griffith High School transcripts can be requested by calling (720) 423-4901.

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 (2014-2015+ prep course transcripts only) [] ESL/CRESL (transcripts only) [] Apprenticeship

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: [] Scholarship Application [] Tuition Reimbursement [] Employment Purposes [] Licensure [] Military [] Other, please provide reason: [] VA Benefits [] Internship/Clinical

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 through the [link](http://www.emilygriffith.edu/admission-steps) at <http://www.emilygriffith.edu/admission-steps>) prior to their arrival.***