



Official Transcript/Credential Request Form

Official digital and paper transcripts can be purchased through the [Parchment link](#) on the [Student Records page](#).

Submit your completed form in-person to the Treasurer's Office (1860 Lincoln St, 6th Floor – Room #633), by email to student.records@emilygriffith.edu, or bring it with payment. Please allow 5 business days after payment is received to process your request.

Fees: Duplicate certificates, degrees and diplomas are \$20; official paper transcripts are \$7.

Payment options: Visit emilygriffith.edu/payment to view options and pay online, call 720-547-9476, or pay in person at the Treasurer's Office.

****Note:** EGTC does not issue GED diplomas/transcripts or Emily Griffith High School transcripts.

Request GED documents at ged.com or Emily Griffith High School transcripts by calling (720) 423-4901.

Please print clearly:

Name: _____
Last Name First Name Middle Name

Name at the time of enrollment *if different* from above: _____

Last 4 digits of Social Security #: _____ Date of Birth (MM/DD/YYYY): _____

Phone#: _____ Email: _____

Address: _____
Street City State Zip Code

Program (Please Select):

- ☐ Career/Technical ☐ Apprenticeship ☐ ABE/GED (2014-15+ prep course transcripts only)
☐ ESL/CRESL (transcripts only) ☐ Adult High School Diploma+

I am requesting the following of documents:

- ☐ Official Transcript(s) ☐ Certificate(s) ☐ Diploma(s) ☐ Degree(s)

Year(s) were you attended: _____ Student ID#: _____

Reason for Transcript Request (please select):

- | | | |
|--|---|---|
| ☐ Admission to
University/Institution: | ☐ Military
☐ VA Benefits
☐ Internship/Clinical
☐ Scholarship Application | ☐ Licensure
☐ Other, please provide reason:

_____ |
| ☐ Employment Purposes | ☐ Tuition Reimbursement | |

Delivery Method (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 Code

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 documents 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 prior to their arrival.*