

Student Information Request Form

Please note: Students making in-person requests will be required to show photo ID.

Copy(s) Requested:

- Official Transcript # _____ (\$5 Each)
- Adult H.S. Transcript # _____ (\$5 Each)
- Unofficial Transcript # _____ (No Charge)
- Enrollment Verification # _____ (No Charge)
- Placement Test Scores # _____ (No Charge) – (Current or Former Students)
- Placement Test Scores # _____ (\$5 Each) – (**Non - GTCC Students**)

Type of Delivery:

- Pick up by me
- Picked up by designated person (*see name below)
- Sent via US Mail (please indicate mailing address below)

(Please note, we do not issue GED transcripts, for GED transcript information contact the GED hotline at 919-807-7139.)

Unofficial transcripts may be obtained from WebAdvisor at www.gtcc.edu/webadvisor

Name and address where transcript is to be mailed:

Name _____

Street _____ City _____ State _____ Zip Code _____

Student Information:

Student's Name _____

Last Name First Name Middle Initial Previous Name

Student ID# or Last Four Digits of SS# _____ Birthdate _____

Mailing Address _____ City _____ State _____ Zip Code _____

Student's Phone Number _____

Approximate Dates of Attendance _____

Signature _____ Date _____

- In order to comply with FERPA requirements, students must request information themselves.
- Students must fulfill ALL financial obligations to GTCC before transcripts are sent.
- There is a **\$5 Fee for Official Transcripts.**
- Please allow **2 business** days for processing.
- Personal checks **NOT** accepted
- Do **NOT** mail cash
- Credit cards accepted only in person.
- 2 Forms of ID are required for in person transactions.
- If you have questions, please contact Records at (336) 334-4822 ext. 50155

***Name of designated person** _____

(Identification is required)

Equal Opportunity College/Affirmative Action Employer

Complete and Sign this Request Form and Mail to:

Guilford Technical Community College
 Cashiers Office
 P. O. Box 309, Drawer R
 Jamestown, NC 27282