

OFFICE USE ONLY: Receipt Number \_\_\_\_\_ Number of copies \_\_\_\_\_  
Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Records Office-  
Forsyth Tech

## ONLINE TRANSCRIPT REQUEST FORM

**PLEASE READ CAREFULLY:**

- ▶ Transcripts are \$3.00 each and must be paid for upon request.
- ▶ Print clearly and fill in all the blanks.
- ▶ Partial transcripts will not be issued.
- ▶ Transcripts will not be issued until all financial obligations to the College are satisfied.
- ▶ Transcripts will not be released to anyone except the student without appropriate authorization.
- ▶ Transcripts are available Monday-Thursday from 8:30 AM until 7:00 PM and Friday from 8:30 AM until 2:00 PM.
- ▶ Once issued, transcripts will not be revalidated.

Forsyth Tech Student ID Number \_\_\_\_\_ or Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle/Former Name(s)

Name used at time of enrollment, if different from above.

Name \_\_\_\_\_  
Last First Middle/Former Name(s)

Telephone Number ( ) \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you currently enrolled?  Yes  No If No, dates last enrolled: Start \_\_\_\_\_ End \_\_\_\_\_

Check which transcript type(s) you want: \_\_\_ **Curriculum** (college credit courses)  
\_\_\_ **FTCC Adult High School** \_\_\_ **Continuing Education** (non-college-credit courses/offered through West Campus-Bolton St.) *Note: We do not issue GED certificates/scores—see the info on the Records Office webpage on how to request those from the state GED office.*

I would like my transcript:  Mailed now  Held for current end-of-term grades  Held until degree is recorded  
 Held for me to pick up at the Records Office in 48-72 hrs  Held for the following person I authorize to pick up for me at the Records Office in 48-72 hrs (person must show photo ID to do so):  
Name of person to pick up (please print clearly): \_\_\_\_\_

I would like:  Official copy—with school seal  Student Copy—not official—stamped Issued to Student  
(note: currently/recently enrolled students can get a free unofficial student copy of their courses and grades through their Techlink/WebAdvisor access; student copies requested from Records will incur a \$3.00 charge per copy)

For mailing of transcripts, please provide **complete** addresses below:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Put additional addresses on a separate sheet of paper

Total # of transcripts requested: \_\_\_\_\_ X \$3.00 each Total payment to be included: \_\_\_\_\_

**Student Signature (REQUIRED FOR PROCESSING)** \_\_\_\_\_ Date \_\_\_\_\_

Note: If paying by credit card, please complete the following:

Card Type:  Visa  Mastercard Card Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

After completing this form, you may mail it with payment to the Records Office, Forsyth Tech, 2100 Silas Creek Parkway, Winston-Salem, NC 27103 (or fax to 336-734-7160). **Please allow at least 48 hours for processing of mailed or faxed requests—possibly longer during peak processing times.**