



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. Duplicate certificates are \$20, official paper transcripts are \$7. You can view payment options and make a payment at emilygriffith.edu/payment, or call 720-547-9476. 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/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:

Name: Last Name First Name Middle Name

Name at the time of enrollment if different from above:

Last four digits of Social Security#: Date of Birth: Month/Day/Year

Phone#: Email:

Address: Street City State Zip Code

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

I am requesting the following of documents: Official Transcript(s) Certificate(s)

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

Reason for Transcript Request (please select):

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

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 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 prior to their arrival.