



College Transcript Request

Instructions for the Applicant:

Please send this form to each college or institution that you have attended.

Please be aware that most schools, colleges and institutions charge a fee, and will not release a transcript until the fee is paid. To save time, contact your school, college or institution in advance to determine if a fee should accompany this request.

For complete details on acceptable transcripts, visit www.gvltec.edu/acceptable-grad-types/.

To: *Office of Student Records, Registrar or Guidance*

Name of School

Street Address or P. O. Box

City

State

Zip Code

I have applied for admission to Greenville Technical College and request that you send an official copy of my transcript to:

Student Records Office
Greenville Technical College
MS 1024
P. O. Box 5616
Greenville SC 29606-5616

I graduated or last attended your school in _____.

Thank you for your prompt attention.

Name – Please include all names (maiden and others used at the time of attendance)

Social Security Number

Date of Birth

Telephone

Current Address

City

State

Zip Code

Signature

Date