



Return Form To:

The Registrar's Office
3300 Macon Tech Drive Macon, GA 31206
Telephone Number: 478.757.5294
Fax Number: 478.757.3454

Request for Transcript

Instructions: Complete all information. There is a \$5.00 fee for each transcript copy requested. If you would like to make a payment over the phone, please contact the Business Office - 478-757-3412. The fee must be paid before the transcript can be prepared. Transcripts are processed in five (5) Business days from the date submitted. No transcript will be furnished on any student whose financial obligations to Central Georgia Technical College have not been satisfied. Hand-carried transcripts must remain in the sealed envelope to be official. Any requested information that is not provided below may delay the processing of this request.

I would like to request a transcript of my academic history from Central Georgia Technical College.

Name Maiden Name(s)

Address (Current)

Student ID/SSN Phone Number

Hold for current quarter grades Hold for degree, diploma, certificate to be posted

College Placement Test Scores I will pick up my Transcripts (Picture ID required)

Please note: A personal unofficial transcript may be obtained through Bannerweb at www.centralgatech.edu

Issue Transcript to

Attn/Department

Mailing Address

City, State, Zip

Fax Number

The signature below certifies that Central Georgia Technical College has permission to release the school records (including previous grades and credits, current and withdrawal grades, and test scores) and/or other information as requested. Transcripts cannot be processed without the requestor's signature.

Signature Date

For Office Use Only
Receipt Number Date Paid Amount Paid Date Transcript Sent