

Transcript Request

Please fill out form, sign, and mail or FAX to:
Office of the Registrar
Middle Georgia Technical College
80 Cohen Walker Drive
Warner Robins, GA 31088
(478) 988-6800 | (800) 474-1031 | Fax (478) 988-6947

Please Print

Name: _____
Last First Middle Other

Other Name(s) attended under if different than above: _____

Home Address: _____
Street or P. O. Box City State ZIP

Daytime Telephone Number: (____) _____

Social Security Number : -- --

Are you currently enrolled at MGTC? Yes No If not, when did you last attend MGTC? _____

Purpose of request: For Employment For Continuing Education
 For Personal Use For Associate Degree

Please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Issue Now | <input type="checkbox"/> Please mail to address above |
| <input type="checkbox"/> Hold for current semester grades | <input type="checkbox"/> Please mail to address below |
| <input type="checkbox"/> Hold for posting of degree | <input type="checkbox"/> I will pick up |
| <input type="checkbox"/> Send a transcript <u>TO</u> MGTC | <input type="checkbox"/> Compass test scores |

Please issue _____ copy/copies to (provide complete address):

Signature of Student _____ Date _____

Transcript cannot be sent or released without student's signature

Please note:

- Most recipients (especially academic institutions) do not consider a transcript as “official” if it has been issued to the student, or opened.
- Transcripts from MGTC must be requested **at least 3 business days** before the transcript is needed.
- All financial obligations with the College must be satisfied before a transcript can be released.