



## TRANSCRIPT REQUEST FORM

We do not hold processing of requests for final grades. Transcripts from other institutions cannot be duplicated. **You must clear your student account of all holds/debts before a transcript can be issued.** You will need to submit a clear copy of your Driver's License. You may submit this form via email – [registration@athenstech.edu](mailto:registration@athenstech.edu). Processing may take up to 5 business days.

Date:	Student's Full Name:	Student ID# (if known) or last 4 digits of SSN:	Year(s) attended:
Date of Birth:	Name used at Athens Technical College	Phone Number:	
Current Residing (Billing) Address:		Email Address:	

### Step 1: Transcript(s) Sent to (see pricing information)

Number of Copies \_\_\_\_\_ Type of Delivery: Electronic  Mail  Pick-up at ATC

Institution/Agency/Self	Address/Email
Example: ATC - Admissions	800 US HWY 29 <sup>th</sup> North Athens, GA 30601-1500 admissions@athenstech.edu

### Step 2: Payment (see pricing information) – Contact 706.355.5013 to review total

Type/Charge	Total
Processing Charge (\$10.00 per transcript)	
Delivery Charge (varied per transcript)	
<b>Full Total to be paid</b>	

### Step 3: Method of Payment

ONLY IF DELIVERY IS PICK-UP AT ATC	Credit Card
Cash (only accepted at Cashiers Office)	
Check/Money order payable to ATC	
Check/Money order# _____	
	Visa <input type="radio"/> MasterCard <input type="radio"/> Discover <input type="radio"/> <b>Please contact the ATC Cashiers Office to submit payment at 706.355.5121</b>

### Step 4: Provide signature

I authorize the release of my transcripts and any charges to my credit card.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### For Internal Use Only

ATC Staff Validation \_\_\_\_\_  
Print Name and Provide Signature

Valid Photo ID was presented



## TRANSCRIPT REQUEST FORM INSTRUCTIONS

### General Information

- All financial obligations to the college must be satisfied before a transcript can be released.
- Transcript requests may take up to 5 business days for processing.
- A clear and color copy of student/alumni driver's license must be included with the request.
- There is no release of unofficial transcripts
- Failure to complete and provide accurate information for the following fields will prevent or delay processing:
  - Current full name, and former name, if applicable
  - Date of birth
  - Signature (typing your name in the signature field does NOT qualify as a signature)
  - Billing address
  - Phone number
  - Email address
  - Student ID#, or Last 4 digits of SSN
  - Complete mailing address to which your transcript(s) will be mailed
  - Accurate payment information
- If you need to request a GED transcript, please go to <https://tcsg.edu/adult-education/ged-testing-program/ged-transcript-request/>.

### Authorization Information

In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), all transcript orders require authorization. Athens Technical College provides an additional way to automatically authorize your order if:

- You attended Athens Technical College any time from 1992 to the present
- The billing name on the credit card you use to pay for this order matches both the student name on this order and the student name in their records
- A specific number of fields in this order such as Student ID, Student ID and/or Last 4 digits of Social Security No., and Date of Birth match the information in their records

Because actually checking the records at Athens Technical College is a process that occurs after your order has been entered, we cannot tell you definitively at the time of ordering that your order will qualify for Automatic Authorization. If we successfully authorize your order, we will notify you of that fact. If we are unable to automatically authorize your order, we will send you an additional Authorization Form that you must then sign and return via fax or email before your order can be completed.

### Pricing Information

Type	Cost	Charge
Processing	\$10.00	Per Transcript
Electronic Delivery	\$0.00	Additional Per Transcript
1 <sup>st</sup> Class Mail Delivery	\$0.00	Additional Per Transcript
Domestic FedEx (contiguous US)	\$30.00	Additional Per Transcript
Domestic FedEx (Alaska, Hawaii, Puerto Rico and Overseas Territories)	\$30.00	Additional Per Transcript
International FedEx	\$55.00	Additional Per Transcript
Handling Charge for Self-Serve Kiosk Orders	\$2.00 to \$6.00	Additional Per Transcript Variable
On Demand (Immediate ATC Pick-up)	\$25.00	Additional Single Fee