



NO COST TO APPLY

GRADUATE

CONTINUING

### CREDENTIAL APPLICATION

QUARTER ELIGIBLE:  SUMMER  FALL  WINTER  SPRING

STUDENT ID NUMBER:  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CERTIFICATE COMPLETION DATE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

NAME (Print Clearly - This is how your name will appear on your degree)

MAILING ADDRESS

( )  
PHONE NUMBER

EMAIL ADDRESS

CAREER TRAINING PROGRAM

INSTRUCTOR

**CREDENTIAL OPTION:**

**AAS-T DEGREE:**  
20+ CREDITS GEN ED &

- \_\_\_ CIVIL ENGINEERING
- \_\_\_ DATABASE TECHNOLOGY
- \_\_\_ EARLY CHILDHOOD EDUCATION
- \_\_\_ ELECTRICAL ENGINEERING
- \_\_\_ MARKETING & BUSINESS MANAGEMENT
- \_\_\_ MECHANICAL ENGINEERING

**AAS DEGREE:**  
100+ LEVEL GEN ED

**OR**

**CERTIFICATE OF COMPETENCY:**  
90+ LEVEL GEN ED

**CERTIFICATE OF TRAINING:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**REQUIRED**

➤ \_\_\_\_\_  
STUDENT SIGNATURE

**NOTE: ENSURE INFO IS CORRECT. REPRINTS FOR ANY REASON WILL COST \$20**

STAFF USE ONLY

**CREDENTIAL EVALUATOR**

AWARDS:			DENIAL:	REASON:
YRQ	CREDENTIAL	EPC	CREDENTIAL	

CREDENTIAL EVALUATOR SIGNATURE

DATE

DEBTS TO COLLEGE:  YES  NO AMOUNT: \$ \_\_\_\_\_



OFFICIAL TRANSCRIPT: \$5  
EXPEDITED TRANSCRIPT: \$15

## TRANSCRIPT REQUEST APPLICATION

STUDENT ID NUMBER: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### STUDENT INFORMATION

LAST NAME		FIRST NAME	MIDDLE INITIAL
NAME WHILE ATTENDING		DATE OF BIRTH	
ADDRESS	CITY	STATE	ZIP
( )	PROGRAM		
PHONE NUMBER	ATTENDANCE DATES		
EMAIL ADDRESS			

### ORDERING INFORMATION

NUMBER OF OFFICIAL TRANSCRIPTS: \_\_\_\_\_ REGULAR PROCESSING - \$5 TRANSCRIPT: \_\_\_\_\_

\*Processed within 2 weeks

I WILL PICK UP MY TRANSCRIPT: \_\_\_\_\_ EXPEDITED - \$15 TRANSCRIPT: \_\_\_\_\_

\*Processed and sent the following business day

TRANSCRIPTS MAY BE ORDERED: MAIL MY TRANSCRIPT: \_\_\_\_\_

- **IN PERSON:** AT THE REGISTRATION OFFICE  
253.680.7019
- **MAIL:** 1101 SOUTH YAKIMA AVENUE  
TACOMA, WA 98405-4895
- **FAX:** 253.680.7043

SEND TRANSCRIPT TO: \_\_\_\_\_

Payments can be made to the cashier @ 253.680.7018.

**NOTE:** Your request will be processed within *two weeks* of confirmed payment. Unclaimed transcripts will be destroyed (after two weeks). Students will be responsible for the reissue of a transcript. Outstanding debts to the college must be paid before transcripts will be released. Student or designated person must show picture ID when picking up a transcript. Unofficial transcripts may be printed for free at the Bates Technical College website at [www.bates.ctc.edu/mybates/](http://www.bates.ctc.edu/mybates/).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT SIGNATURE (REQUIRED)

### \*THE FOLLOWING PROGRAMS SHOULD NOTE SPECIAL INSTRUCTIONS:

- PRACTICAL NURSING (LPN)
- PHLEBOTOMY
- OCCUPATIONAL THERAPY ASSISTANT
- NURSING ASSISTANT CERTIFIED (NAC)
- DENTAL PROGRAMS

Students in the above programs **must** pick up their transcript from the college or it can be mailed directly to the students mailing address. If you have any questions regarding transcripts, please call 253.680.7019.

STAFF USE ONLY

REGULAR PROCESSING: \_\_\_\_\_ EXPIDITED: \_\_\_\_\_