



PAYMENTS NON-REFUNDABLE

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

TRANSCRIPT REQUEST APPLICATION

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

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

STUDENT INFORMATION

Form fields for student information including: LAST NAME INITIAL, FIRST NAME, MIDDLE, NAME WHILE ATTENDING, DATE OF BIRTH, ADDRESS, CITY ZIP, STATE, PHONE NUMBER, PROGRAM, EMAIL ADDRESS, ATTENDANCE DATES.

ORDERING INFORMATION

Ordering options: NUMBER OF OFFICIAL TRANSCRIPTS, I WILL PICK UP MY TRANSCRIPT, TRANSCRIPTS MAY BE ORDERED (IN PERSON, MAIL, FAX, EMAIL), REGULAR PROCESSING - \$5 TRANSCRIPT, EXPEDITED - \$15 TRANSCRIPT, MAIL MY TRANSCRIPT, SEND TRANSCRIPT TO.

Payments can be made to the cashier once the request is received @ 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.my.batestech.edu.

Signature line for Student Signature (Required)

\*PLEASE NOTE: We do not send transcripts to the Department of Health for the following programs: PRACTICAL NURSING (LPN), PHLEBOTOMY, OCCUPATIONAL THERAPY ASSISTANT, NURSING ASSISTANT CERTIFIED (NAC), DENTAL PROGRAMS.

STAFF USE ONLY

REGULAR PROCESSING: \_\_\_\_\_ EXPEDITED: \_\_\_\_\_

ADDITIONAL NOTES:



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 &

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

**CERTIFICATE OF TRAINING:**

**OR**

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

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

**\*REQUIRED**

➤ \_\_\_\_\_  
STUDENT SIGNATURE  
*NOTE: REPRINTS FOR ANY REASON WILL COST \$20*

STAFF USE ONLY

#### CREDENTIAL EVALUATOR

AWARDS:			DENIAL:	REASON:
YRQ	CREDENTIAL	EPC	CREDENTIAL	


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CREDENTIAL EVALUATOR SIGNATURE

DATE

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