



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			
EMAIL ADDRESS	ATTENDANCE DATES		

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/.

STUDENT SIGNATURE (REQUIRED)

*THE FOLLOWING PROGRAMS SHOULD NOTE SPECIAL INSTRUCTIONS:

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

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: _____