

CENTRAL TEXAS COLLEGE

TRANSCRIPT REQUEST

All obligations to the college must be cleared before transcripts may be released. If this form is not filled out in its entirety or is unclear, delays may result. If faxing in this request, do not write outside the borders of this form as information may be cut off by the fax machine.

****No Personal Checks Will Be Accepted for Payment as of March 1st, 2014. If mailing, enclose money order or cashier's check.****

Fax Form To:

Fax to: 254-526-1111
ATTN: Outgoing Transcript Department

Use MasterCard/VISA/Discover/American Express
(for Express and/or Priority Mail Only)

Mail Form To:

Central Texas College ATTN:
Outgoing Transcript Dept
PO Box 1800
Killeen, TX 76540

Email Form To:

Outgoing.Transcripts@ctcd.edu

Regular Mail - No Charge | *Express Mail - \$23.75 per address | *Priority Mail - \$6.65 per address
Express & Priority Mail options effect mailing time only and do not expedite in-house processing time.

Faxes are unofficial; acceptance is receiving institution's decision)

*** **Credit Card payments could delay transcript service up to 5 additional business days.** ***

Please PRINT using black ink or TYPE the information in spaces below:

Last Name _____ First Name _____ MI _____

Other Names used _____

Social Security Number _____ - _____ - _____ Date of Birth _____

Current Address _____

City _____ State _____ Zip _____ Contact Number (____) _____

Dates attended _____ to _____ CTC Location attended _____

Number of transcript(s) requested _____ Student Email Address: _____

Please mail to **Home Address** above _____ (how many?) Regular Mail Priority Express

Please **FAX** ATTN: _____ FAX Number _____

Please mail to address below (For additional addresses, please attach an additional page)

To: _____ To: _____

ATTN: _____ ATTN: _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Regular Mail Priority Express Regular Mail Priority Express

If currently enrolled at CTC, do you want the transcript held for current grades?

List classes or end date _____

Hold for completion of military/civilian evaluation being completed? Expected completion date: _____

Hold for CTC graduation? Date of CTC graduation? _____

Signature for release of transcript

Date

Transcripts are normally mailed out within 4-5 business days after requests are received, not including weekends, holidays, or Fridays.
Allow at least 2 weeks before contacting this office regarding status of transcripts.

Credit Card Type _____ Number _____ Exp Date _____ CVV# _____

Billing Address of Cardholder _____

Cardholder Name _____ **Signature of Cardholder** _____