



TRANSCRIPT REQUEST



All obligations to the college must be cleared before transcripts may be released.

1. Select submit button above when completed.
2. Send directly to email that will appear.
3. Make Priority or Express payment through our PayPal Portal.

Please confirm that your email was submitted to:
outgoing.transcripts@ctcd.edu

***We must receive your request by email to complete your order
***Confirmation of payment will be sent to your email from PayPal.

ALL FAXES ARE UNOFFICIAL WHEN SENT FROM THIS OFFICE

Regular Mail - No Charge | *Express Mail - \$24.50 per address | *Priority Mail - \$7.50 per address

We accept: MasterCard/VISA/Discover/AMEX

****Priority or Express fees MUST be made through PayPal****

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

Last Name _____ First Name _____ MI _____

Other Names used _____

SSN or CTC ID _____ Date of Birth _____

Current Address _____

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

Number of transcript(s) requested _____ Current 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? _____



Date: _____

Signature for release of transcript **Signatures must be handwritten or digitally signed.**

Please allow 3-5 days for processing. You may check on your request within the next 48-72 hours. No more than 5 transcripts per request.

Any additional addresses may be sent as an attachment to your email.