



# Same-day Request for Transcripts / Test Score Reports

Print clearly or type.

## Student Information

Name: \_\_\_\_\_ Former Last Name (if any): \_\_\_\_\_  
Student ID # or last 4 digits of Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Current Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Order Information - Choose One

**Same-day Request for Transcripts**

(Attended NGTC - Test scores are included on transcripts)

**\$25.00 per copy**

Number of transcripts requested: \_\_\_\_\_

Total payment enclosed: \_\_\_\_\_

**Same-day Request for Test Score Reports**

(Tested at NGTC, didn't attend - Test scores ONLY)

**\$25.00 per copy**

Number of test score reports requested: \_\_\_\_\_

Total payment enclosed: \_\_\_\_\_

\_\_\_\_\_  
**Student Signature (Required by Federal Law)**

\_\_\_\_\_  
**Date**

- Same-day requests for transcripts or test score reports require in person delivery of completed forms and payment to the Registrar's Office (Clegg building on the Clarkesville Campus) between 7:30am and 5:00pm, Monday through Thursday.
- Printed transcripts or test score reports will be available within one hour from the Clarkesville receptionist in the Clegg building lobby.
- Photo ID is required for pickup of transcripts or test score reports.
- Make checks or money orders payable to NGTC.
- Exact change in cash is accepted.

**NGTC Use Only**  Paid (amount) \_\_\_\_\_

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9/14/16