



# OFFICIAL TRANSCRIPT REQUEST FORM

Student Records Phone: 360 752-8434 Fax: 360 752-7234 website: www.btc.ctc.edu  
**BELLINGHAM TECHNICAL COLLEGE**  
3028 Lindbergh Avenue, Bellingham WA 98225

**STUDENT INFORMATION - (please print):**

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

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

**STUDENT ID NUMBER:** \_\_\_\_\_

**\*STUDENT SIGNATURE (REQUIRED) authorizing release of records\***

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

OTHER NAMES USED \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**PROCESS TRANSCRIPT - (check appropriate boxes):**

**PROGRAM or COURSE INFORMATION:**

- NOW, (Allow 5 working days, 3 weeks if prior to 1993)
- After Final Grades (Allow approximately 2 weeks after end of last quarter)
- After Degree or Certificate is recorded (Allow 3-10 weeks from end of quarter)
- I will pick up transcript (photo ID required)
- MAIL TRANSCRIPT

Program or Course Title: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Official Transcript (**\$5.00 per copy**)

Number of copies \_\_\_\_\_

**Student is responsible for complete mailing address. Please print legibly.**

	OFFICE USE ONLY: Cashier's Initial: _____
	Amount Pd: _____
	Date Sent: _____

**Complete if mail-in and paying by credit card:**     VISA     MC    **Make Checks Payable to BTC**

Acct # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Expiration Date \_\_\_\_\_    Security Code \_\_\_\_\_

Credit Card Signature \_\_\_\_\_

## How to Order Transcripts

**By Web**  
**Unofficial Transcripts**

- Go to the BTC website at [www.btc.ctc.edu/transcripts](http://www.btc.ctc.edu/transcripts)

**By Phone**

- Federal privacy laws prohibit us from accepting transcript requests by phone. Transcript questions call (360) 752-8434.

**By Fax**

- Fax your completed transcript request form to (360) 752-7234. If not using the form, please include the same information as if ordering by mail, and include your VISA or MasterCard credit card number, expiration date and security code. Transcripts are withheld if all obligations to the college, financial or otherwise, are not fulfilled.

The Family Educational Rights and Privacy Act (FERPA) requires that transcript requests be made in writing and signed by the student.

- To request an official transcript print the form from the BTC website at [www.btc.ctc.edu/transcripts](http://www.btc.ctc.edu/transcripts). Complete and sign the form and submit with a \$5.00 payment for each transcript.

Send transcript requests to:  
Attn: Transcripts  
Registration  
Bellingham Technical College  
3028 Lindbergh Avenue  
Bellingham WA 98225-1599

7/13/11