



Ogeechee Technical College

OFFICE OF THE REGISTRAR

One Joseph E. Kennedy Boulevard

Statesboro, Georgia 30458

Phone: (912) 486-7221 Fax: (866) 847-7994

REQUEST FOR ACADEMIC TRANSCRIPT OF RECORDS

Student Name: Former Last Name:

Student ID or SS #: Year attended if before 1993:

Present Address:

City/State/Zip:

Phone Number: Email:

- Transcript will be picked up. (Please note that transcripts to be picked up will be in a sealed envelope.)
- Transcript should be mailed to the following:

Name

Address

City State Zip Code

- Now (Within 3 business days)
- At the end of the current term
- After program completion

By signing below, I hereby authorize Ogeechee Technical College to release my Academic Transcript to the location named above.

Student Signature

Date

Please submit this form to the Registrar's office. The first transcript is issued at no charge to the student. Additional transcripts issued thereafter will be \$5.00 each. Transcript requests will be processed within three business days. Students requesting transcripts be sent within 24 hours of the request must pay an additional \$5 express fee.

Issued By (Registrar's Office Representative)

Date Issued

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Office 193, Joseph E. Kennedy building, (912) 871-1885, titleix@ogeecheetech.edu; ADA/Section 504 Coordinator, Office 189, Joseph E. Kennedy building, (912) 486-7211, adacoordinator@ogeecheetech.edu; One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.