



Request for Transcript

Instructions: Complete all information. Fill out an additional request if a second copy is to be sent to another address. **There is a two business day processing time.** Allow 10 – 15 days for receipt by receiving institution. No transcript will be furnished to any student whose financial obligations to Southwest Georgia Technical College (SWGTC) have not been satisfied. Hand-carried transcripts are not normally accepted by receiving institutions. Every attempt is made to properly mail request but SWGTC can assume no responsibility for final delivery. You may mail this form to SWGTC, 15689 US Hwy 19 N., Thomasville, GA 31792 or fax it to (229) 227-2666.

Student's Full Name: _____

Name While Attending (If different): _____

Student's Address: _____

Street: _____ Apartment #: _____

City: _____ State: _____ Zip: _____ Phone: _____

Social Security Number: _____ Birth Date: _____

Currently Enrolled at SWGTC: Yes: ____ No: ____ Dates of Attendance: _____

Print complete name and address of receiving institution below:

Grades are posted to student records approximately 7 days after the close of each quarter. Do you wish this request processed (check only one): ____ As soon as possible ____ After current quarter grades are posted.

Number of copies desired: _____ Please include a copy of my Entrance Exam scores: _____

I request that my transcript be sent to the person or institution listed above:

Student Signature _____ Date _____

For Office Use Only:
Transcript Sent: ____/____/____ Sent By (Initials): _____

Southwest Georgia Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC Building A, (229) 225-5062. Section 504 Coordinator: Alison Welch, SWGTC Building A, (229) 227-2793.