

**TRANSCRIPT REQUEST FORM**

Secure Return Fax (631) 656-2172 Return Email registrar@ftc.edu  
 Mailing Address 305 North Service Road, Dix Hills, NY 11746-5871

Transcripts must be requested in writing and are \$10 for each official transcript; there is no charge for an unofficial transcript. Requests from students with holds on their accounts will not be honored. **Please allow 3-4 business days for processing.** We accept all major credit cards as well as money orders and checks (with a 10-day hold) made payable to *Five Towns College*.

<b>Your Name</b>		<b>Last 4 of FTC ID#</b>	X	X	X	X	X	X						
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(You may omit ID if you do not know it)

<b>Other Name(s)</b>		<b>Date of Birth</b>	M	M	D	D	Y	Y	Y	Y
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<b>Signature</b>		<b>Today's Date</b>	M	M	D	D	Y	Y	Y	Y
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<b>Your Mailing Address</b>										
<b>City</b>				<b>State</b>			<b>Zip Code</b>			
<b>Daytime Phone</b>					<b>Email</b>					

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✓ **Choose one:**

<b>Send transcript NOW</b>		<b>Send transcript when all current semester grades are posted</b>		<b>Send transcript when my degree has been conferred</b>	
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**RECIPIENT INFORMATION**

\_\_\_\_\_ **Send the transcript(s) to me at the above address.**  
 (Each official transcript copy requested will come to you in a separate, sealed envelope.)

OR

\_\_\_\_\_ **Send the transcript(s) to the organization indicated below:**

<b>Organization Name</b>					<b>Contact Person or Office</b>					
<b>Mailing Address</b>										
<b>City</b>				<b>State</b>			<b>Zip Code</b>			

Complete the section below to use your **Visa, Discover or MasterCard ONLY:**

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<b>CCV Code</b>				<b>Card Expiration Date</b>						M	M	Y	Y		