



FIVE TOWNS COLLEGE

PHYSICAL 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. **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*.

To request an **electronic** transcript please visit the Registrar's page at www.ftc.edu/academics/registrar.

NOTE: An official photo ID is required to release the transcript. List of acceptable photo IDs are: current driver's license or state ID, university/college issued ID, government issued military ID, or passport.

Your Name		FTC ID # or Last 4 of SSN							
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(You may omit ID if you do not know it)

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

of Official Copies _____ X \$10 each = \$ _____

Choose one:

Send transcript NOW	<input type="checkbox"/>	Send transcript when all current semester grades are posted	<input type="checkbox"/>	Send transcript when my degree has been conferred	<input type="checkbox"/>
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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:

Organization Name					Contact Person or Office					
Mailing Address										
City				State			Zip Code			

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

Name on the Card															
Card #															
CCV Code				Card Expiration Date				M	M	Y	Y				