



Same-day Request for Transcripts / Test Score Reports

Print clearly or type.

Student Information

Last Name: _____ First Name: _____
Student ID / Social Security #: _____ Date of Birth: _____
Current Address: _____ Phone: (____) _____
City: _____ State: _____ Zip: _____
Email Address: _____

Order Information - Choose One

Same-day Request for Transcripts
(Attended NGTC - Test scores are included on transcripts)

\$25.00 per copy

Number of transcripts requested: _____

Total payment enclosed: _____

Same-day Request for Test Score Reports
(Tested at NGTC, didn't attend - Test scores ONLY)

\$25.00 per copy

Number of test score reports requested: _____

Total payment enclosed: _____

Student Signature (Required by Federal Law)

Date

- Same-day requests for transcripts or test score reports require in person delivery of completed forms and payment to the Registrar's Office (Clegg building on the Clarkesville Campus) between 7:30am and 5:00pm, Monday through Thursday.
- Printed transcripts or test score reports will be available within one hour from the Clarkesville receptionist in the Clegg building lobby.
- Photo ID is required for pickup of transcripts or test score reports.
- Make checks or money orders payable to NGTC.
- Exact change in cash is accepted.

NGTC Use Only Paid (amount) _____