



NGTC Request for Transcripts or Placement Test Scores

Phone: (706) 754-7722

FAX: (706) 754-7777

Mail completed form to: NGTC, Attn: Registrar, PO Box 65, Clarkesville, GA 30523, or fax to 706-754-7777

Completed forms may also be submitted to the receptionist on any NGTC campus.

Official transcripts are \$5.00 per copy.

Pay in person, by mail, or online (www.northgatech.edu/Extranet/studentaccess) by check, credit or debit card, or money order. Call 706-754-7706 to pay by phone.

Submit one request form for each address to which transcripts should be sent. Print clearly or type.

Allow three business days for processing after the request has been received and financial obligations met.

Students may print an unofficial copy of their transcript (academic history) from the NGTC website: www.northgatech.edu/Extranet/studentaccess/AcadHistSTU1.cfm

Social Security #: _____ Phone #: _____ Number of Official** Transcripts requested @ \$5 each: _____

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name as it appears on record (If different from listed above) _____

Dates of NGTC attendance: From: _____ To: _____

Provide my: Transcript ASSET/COMPASS Placement Test Scores

Issue transcripts: Now After current quarter grades After graduation (anticipated graduation date) _____

Mail transcripts/scores to the address below Fax transcripts/scores Fax Number: _____

Site/Person: _____ Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Signature _____

Date _____

NGTC Use Only

Paid: (date/initial) _____ Mailed: (date/initial) _____

Hold: (date/initial) _____ Non-Payment Other financial obligation

Faxed: (date/initial) _____ Picked up: (date/initial) _____