

Transcripts are processed within one week of request. Faxed and rushed transcripts require a \$15/transcript fee and are processed within 24 hours of receipt. Delays may occur during registration and the end of the semester.

SSN #: _____ Date of Birth: ____ / ____ / ____

Name: _____
First Last

Other name(s) you may have been registered under

Address: _____

Change my records to reflect this mailing address

City _____ State _____ Zip _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Recipient

Type or print the recipient's name, address or FAX number

TO: _____

Please check the appropriate box(es):

- Send now
- Hold for student to pick up
- I authorize someone to pick up my transcript

Name of Authorized Person

- Send after current semester grades are posted
- Send after degree is posted
- Fax official copy (only to another MT College)

Transcript copies # _____ (no charge) = no charge

Rush transcript fee# _____ X \$15.00 each = \$ _____

Payment: _____ Amount: _____

- Cash or check (payable to FVCC)
- Visa MasterCard AmEx

Acct. No. _____

Exp. Date _____ CVV _____

Cardholder's Name _____

Signature _____

REVISED 4/2017