



btech.edu

BRIDGERLAND TECHNICAL COLLEGE

1301 North 600 West – Logan, UT 84321
Phone: 435-753-6780 Fax: 435-750-3046

Transcript/Certificate Request Form

REQUEST INFORMATION:

- Processing time for transcripts is 3 to 5 business days
- Processing time for certificates is 5 to 7 business days
- Transcripts are \$3 per copy due with request
- All tuition fees must be paid in full
- Certificates are \$5 per copy due with request

NOTE HIGH SCHOOL STUDENTS:

Classes taken in high school during your high school hours or during the high school summer program do NOT show up on a BTECH transcript; they will be on your high school transcript. If applying for the Regence Scholarship, please contact Heather Murphy at 435-750-3189

REQUEST IS FOR:

Qty:

- ____ Official transcript - \$3 each
____ Unofficial transcript – free
____ Degree - \$5 each
____ Certificate - \$5 each

PAYMENT METHOD:

Call Student Services @ 435-753-6780 to pay with Credit/Debit card over the phone or check an option below

____ Check/Money Order Enclosed ____ Debit/Credit Card ____ Cash

DELIVERY METHOD: Check one:

____ Mail to Home ____ Pick up from BTECH ____ E-mail (unofficial transcripts only)
____ Mail to Other School/Business (Provide address below) ____ Fax (Provide information below)

Mail to address below: (Institution name, attention to, etc.)

Fax to: (Institution name, attention to, fax number, etc.)

CLEARLY PRINT YOUR FULL LEGAL NAME:

Full Legal Name: _____ SSN: _____

Maiden Name: _____ Birth Date: _____

Email Address: _____

Mailing Address: _____ City, State, Zip _____

Phone #: _____ Did you attend before 1996? ____ Yes (when _____) ____ No

Approximate dates attended _____ Did you attend in: Logan ____

Have you received/requested a transcript from BTECH before? ____ Yes ____ No Brigham ____

Are you a former/current LPN (practical nurse) student? ____ Yes ____ No LPN applicant? ____ Yes ____ No

RELEASE ACKNOWLEDGEMENT:

I authorize the release of my academic records to the third parties specified on this form. I also approve the delivery method indicated above.

Student Signature: _____ Date: _____

☐ Please e-mail me when my transcript is ready OR sent ☐ Please call me when transcript is ready to be picked up.