



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
- Certificates are \$5 per copy due with request
- All tuition fees must be paid in full

REQUEST IS FOR:

Qty:

- ___ Official transcript - \$3 each
___ Unofficial transcript – free
___ 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: _____ Last four digits of SSN: _____

Maiden Name: _____ Birth Date: _____

Email Address: _____

Mailing Address: _____

City, State, Zip _____ Phone #: _____

Did you attend before 1996? ___ Yes (when _____) ___ No

Did you attend in: Logan ___ Brigham ___

Approximate dates attended _____

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

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.