

HOW TO REQUEST YOUR TRANSCRIPTS



Telephone the school(s) you have previously attended and ask them if there is a fee to have transcripts sent. If so, send fee with request.



Fill in the information requested below and mail to the school(s) you have attended. Request one official transcript for Atlanta Metropolitan College, and one unofficial copy for yourself. Mail this form to the schools you want transcripts sent from.

*** If more than one school has been attended, please feel free to copy this form as needed.

TO: Registrar or High School Counselor

I am applying for admission to Atlanta Metropolitan College. It is important that my academic record from your institution be sent to AMC as soon as possible. Please send official copy of my transcript to:

**Office of Admissions
Atlanta Metropolitan College
1630 Metropolitan Parkway, SW
Atlanta, Georgia 30310
(404) 756-4004 phone
(404) 756-4407 fax**

Please send an unofficial copy of my transcript to my current address:

Full name: _____

last first middle former/maiden name

Social Security number: __ __ __ - __ __ - __ __ __ __ Date of birth: _____

Name of school attended: _____

Date of Attendance: _____ to _____
month year month year

Current address: _____
street city state zip

Signature: _____

Date: _____