



FAX INFORMATION:

To: _____

FAX number: _____

Phone number: _____

Number of pages sent (including this one): _____

INFORMATION REQUEST: Official transcript require 1 week prior notice.

- Student transcripts are considered unofficial when faxed.
- All tuition and fees must be paid in full to receive an Ogden-Weber Applied Technology College transcript or certificate.
- Official transcripts are \$2 each --- paid in advance. Unofficial transcripts are free
- Certificate – free for programs requiring 900 hours or less to complete. All others require a Graduation Application and include a \$15.00 fee.

Request is for: *(please check one)*

- 9 Official Transcript - \$2
- 9 Unofficial Transcript - free
- 9 Certificate
- 9 Other: _____

- 9 Will pick up
- 9 Mail to student using address below
- 9 Mail requested information to: _____

Delivery method: *(please check one)*

TRANSCRIPT/CERTIFICATE PAYMENT METHOD: *(please check one – do not send cash)*

9Check 9Money order 9Credit card 9Debit card

Type of credit card/debit card: _____

Credit/debit card number: _____

Name on credit card/debit card: _____

Credit/debit card expiration date: _____

CLEARLY PRINT THE NAME TO APPEAR ON YOUR TRANSCRIPT/CERTIFICATE

Name: _____ SS# _____

Names used: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Birth Date: _____ Year Enrolled: _____

Training Program: _____ OWATC Graduate: YES__NO__

Signature: _____ Date: _____

OFFICE USE ONLY

Completed Program Y N Date Completed: _____ Certificate Type: Q Proficiency Q UCAT Q OWATC

Graduation List: _____ Q Transcript Fee/ Paid Q Tuition Balance: _____

