



Transcript Order Form

Transcripts are \$5.00 each. Because transcripts are issued in Athens and then mailed to Cambridge, please allow 3 weeks from the time of request for a transcript to reach its final destination. For express delivery (from the CYA office in Athens to the CYA office in Cambridge) add \$35.00 to the amount due.

Please return this order to our North American Office by mail along with a check to cover the charges. Include any labels or transcript request forms that need to be attached to the transcript(s) with your check.

Although this form may be filled in online, a hard copy must be printed so that you can sign it before sending it in.

Name

Last name First Middle Date of Birth

Former name(s), if applicable Semester/Year Attended CYA Home Institution

SIGNATURE Date
(Signature is required. Order cannot be processed without it.)

Current address:
Number of transcripts to send here: _____

Address 1 Email Address

Address 2 Preferred Phone Number

City State or Province Postal code Country

Additional recipients:

Number of transcripts to send here: _____ Name and address:
Number of transcripts to send here: _____ Name and address:

Please check box if including form to accompany transcript.

Please check box if including form to accompany transcript.

(Please attach a second page of addresses if necessary.)

Total Number of Official Transcripts Requested: _____ Total Sum Owed for Transcripts: \$ _____

*Please note: Transcript requests will not be processed for students with "HOLDS" on their accounts.