

KNOX COMMUNITY COLLEGE TRANSCRIPT REQUEST FORM

PLEASE READ CAREFULLY AND THEN COMPLETE THE BLANKS

LOCAL CHARGE Cost: (\$1000.00)

OVERSEAS CHARGE Cost (US\$20.00)
(Includes all transcripts being sent overseas)

TRANSCRIPTS WILL BE PREPARED WITHIN TWO (2) WEEKS

- This Transcript Form must be completed and submitted with clearance from the **Accounts Office** as well as the **Library**.
- Transcripts **WILL NOT** be hand delivered, however, students may request personal copies.
- Courier Services will attract an additional fee.

Name: _____

Surname

Christian

Middle Initial

Date of Birth: _____ Contact # _____

Programme/s Pursued: 1. _____ Years Attended: ____/____ ID# _____
2. _____ / _____
3. _____ / _____

E-Mail Address: _____

EXTRA-CURRICULAR ACTIVITIES WHILE AT KNOX

WORK PROGRAMME - STATUS

COMPLETE

INCOMPLETE

WORK PROGRAMME AREA: _____

INDICATE ANY OF THE PROGRAMMES LISTED ABOVE THAT YOU HAVE NOT SUCCESSFULLY COMPLETED

1. _____
2. _____
3. _____

SPECIAL AWARD – PLEASE SPECIFY _____

NAME AND ADDRESS OF INSTITUTION TO WHICH TRANSCRIPTS IS TO BE SENT

NAME: _____

ADDRESS: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ **SIGNATURE:** _____

CLEARANCE ACCOUNTS SIGNATURE: _____

LIBRARY SIGNATURE: _____

DATE COMPLETED AND MAILED

DATE: _____ **SIGNATURE:** _____ **METHOD OF DISPATCH:** _____