



TRANSCRIPT REQUEST FORM

Please complete all items on the form. Requests made by telephone or verbally without the completed form will not be accepted or processed. Requests made by persons other than the student will not be processed without the written authorization of such student. Please allow 5-7 business days for processing.

A transcript fee of \$5.00 per copy is required for each official transcript requested. All transcripts produced are official copies. No copy of the academic record or information will be released for students who have not satisfied financial obligations with the College. The financial delinquency provision and transcript fee do not apply for Graduates who are requesting official transcript be sent to the State Board for examination and/or licensing purposes.

Select Campus (send the completed form to **Eagle Gate College** at the address or e-mail address listed below):

- Boise** Registrar, 9300 West Overland Road, Ste #200, Boise, ID 83709 email: All-Registrar-Boise@eaglegatecollege.edu
- Idaho Falls** Registrar, 1592 East 17th Street, Idaho Falls, ID 83404 email: All-Registrar-Idaho-Falls@eaglegatecollege.edu
- Layton** Registrar, 915 North 400 West, Layton, Utah 84041 email: transcriptslayton@eaglegatecollege.edu
- Murray** Registrar, 5588 South Green Street, Murray, UT 84123 email: transcriptsmurray@eaglegatecollege.edu

1. Year(s) Attended: _____ **Program:** _____

2. Student Information:

Name _____
Last, First, Middle Initial _____ Maiden or other name while attending _____

Last 4 of Social Security or Student ID # _____ Date of Birth _____

E-mail _____ Daytime Telephone _____

Current Address _____

City _____ State _____ Zip _____

3. Number of Official Transcripts Requested _____ Hold for pick-up Mail to address below:
(If transcripts are to be sent to more than one address, please use additional forms)

Recipient's Name _____

Address _____

City _____ State _____ Zip _____

4. Student Signature* _____ **Date** _____

**The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. It is Eagle Gate College's policy that student records will not be released without a student's approval.*

OFFICE USE ONLY	
I have received payment for the above requested transcripts	Signature _____ Date _____
The above requested transcripts have been sent	Signature _____ Date _____