



QUALITY ♦ INNOVATION ♦ SUCCESS

OFFICIAL TRANSCRIPT REQUEST FORM

Please send an official transcript for the following student to:

Melissa Myotte
Administrative Specialist for Human Resources
Horry-Georgetown Technical College
PO Box 261966 Conway, SC 29528-6066

(Please Print)

Student's Name: _____
Last First Middle Maiden

Another name under which your school records might appear:

Last First Middle Maiden

Social Security Number: _____ - _____ - _____ Date of Birth _____
MM/DD/YYYY

Student's Current Address: _____

Name of School: _____

Address: _____

City State Zip

Date of Graduation: _____

Degree Awarded: _____

My signature below authorized the release of my official transcripts to Horry-Georgetown Technical College. Attached is payment to cover the cost of the transcripts, if applicable, provided by Horry-Georgetown Technical College.

Student's Signature

Date