**FTCC Seal
**FTCC Logo


**FTCC NO LONGER ACCEPTS FAXED TRANSCRIPT REQUESTS**

**Unofficial Curriculum Transcript Request**

| Full Name While Enrolled: | | | |  | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Other Name(s) Used While Enrolled: | | | | | |  | | | | |
| Student ID Number: | | |  | | | | or Last Four of SSN: | | |  |
| Birth Date: |  | | | | Telephone Number: | | |  | | |
| Email Address: | |  | | | | | | | | |
| First Year Attended: | | |  | | | | Last Year Attended: | |  | |

**Unofficial Transcripts**

| Attention: |  | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Street Address: | | |  | | | Apt/Suite/Unit: |  |
| City/State/Zip: | |  | | | | | |
| Signature: |  | | | Date: |  | | |

There is ***not*** a fee for an ***unofficial*** transcript. To obtain an unofficial transcript you have two options:

**1)** Students who attended the College from Fall 2010 to current can print an unofficial transcript from WebAdvisor; or **2)** Students can complete a **Unofficial Curriculum Transcript Request** and drop it off at the Student Information Desk in the Tony Rand Student Center lobby or mail the form to the address below.

**Send Transcript Request To**

[registrar@faytechcc.edu](mailto:registrar@faytechcc.edu)