



TRANSCRIPT REQUEST FORM

Upon completion of your CET program, an original transcript of your work is sent to CET's Washington office and kept on file. Starting in spring 2009, CET follows the instructions you provided during the application process regarding where to send an official copy of your transcript; all alumni are also automatically sent an unofficial copy of their transcript when it is available.

To request additional copies of your transcript, please fill out this form. Please note the charge of eight dollars (\$8.00) for each transcript requested. If you require that the transcript be sent out by 2nd-day express mail, there is an added charge of twenty dollars (\$20.00) per package. Transcripts are processed in a timely basis, but please allow up to 2 weeks processing time from when we receive your transcript request.

Once again, we would like to remind you this is only a request for a transcript. Any and all credits awarded to you upon completion of this program are at the discretion of your home institution.

Please return this form to:
CET Academic Programs
1920 N Street NW, Suite 200
Washington, DC 20036-1601
Fax: 202-342-0317

Name: _____ E-mail: _____

Phone Number: _____ Name while attending CET Program: _____

Name of CET Program: _____

Semester(s) enrolled (please include year): _____

Where transcripts should be sent (attach another sheet if necessary):

**Be sure to include the full name, address and zip code where the transcript(s) should be sent.*

Address* Official/Unofficial Special instructions

1. _____ Official Unofficial

2. _____ Official Unofficial

3. _____ Official Unofficial

Enclosed please find a check for the amount of \$ _____

If faxing this form, please note that transcripts will not be sent until payment has been received.