



REQUEST INFORMATION :

- Processing time for transcripts 5 to 10 days.
- Processing time for certificates 7 to 10 days.
- Student transcripts are \$2.00 per copy due with order.
- All tuition and fees must be paid in full.
- Certificate/Degree fee \$10.00 per copy due with order.

REQUEST IS FOR :

- ___ (How many) Official Transcript - \$2.00 EACH
- ___ (How many) Unofficial Transcript - Free
- ___ Degree – Fee \$10.00 EACH
- ___ Certificate Fee \$10.00 EACH
- ___ Verification - Free
- ___ Other: _____

PAYMENT METHOD: Please check one or call cashier @ 801-627-8313 DO NOT SEND CASH

___ Check Enclosed ___ Money Order Enclosed ___ Debit Card ___ Credit Card

Name on card: _____ Type of Credit/Debit Card: _____

Credit/Debit Card #: _____ Credit/Debit Card Expiration Date: _____

DELIVERY METHOD: Check one. ID REQUIRED TO PICK-UP

___ My Home ___ Will Pick Up ___ Friend/Relative: Name _____

___ Mail to other School/Business (Provide address below) ___ Fax (Information provided below)

Mail to address below: (Institution name, attention to, etc.)

Fax Attention to and phone number listed below:

CLEARLY PRINT YOUR FULL LEGAL NAME

Full Legal Name: _____ SID OR SSN: _____

Maiden Name: _____

Email Address: _____

Address: _____ Apt#: _____ City: _____ State: _____ Zip: _____

Phone: _____ Birth Date: _____ Year Enrolled: _____

Training Program: _____ OWATC Graduate: Yes ___ No ___

RELEASE ACKNOWLEDGEMENT: I authorize the release of my academic records to the third parties specified on this form.

Additionally, I approve the delivery method indicated above.

Signed: _____ Today's Date: _____

OFFICIAL USE ONLY

Completed Program Y N Date Completed: _____ Certificate Type: Proficiency UCAT OWATC Certificate/Transcript Fee Paid:

YES NO Amount Paid: _____ Tuition Balance: \$ _____ Student Owes: \$ _____ Cashier Initial:
