

Transcript Order Form

Submit this form, along with any labels or transcript request forms that need to be attached to your transcripts, via email to info@cyathens.org.

Electronic transcripts are free. Hard copy transcripts are \$5.00 each. Please allow 10 business days from the time of request for a transcript to reach its final destination. Payment instructions and expedition options for hard copy transcripts can be found at the bottom of this form.

Alumni Contact Information

**Indicates required field*

Last Name* First Name* Middle Initial Date of Birth (MM/DD/YYYY)

Former Name(s), if applicable CYA Semester & Year (Ex: Spring 2022) Home Institution*

Current Mailing Address

Street Address* Apt, suite, etc. (optional) City* State/Province*

Postal Code* Country*

Contact Information

Primary Email Address* Secondary Email Address Primary Cell Phone Number*

Signature *(An ink signature is required. Your order cannot be processed without it)** Date (MM/DD/YYYY) *

Digital Transcript Requests (no charge)

Recipient Name/Institution Email Address of Recipient

Recipient Name/Institution Email Address of Recipient

Recipient Name/Institution Email Address of Recipient

Hard Copy Transcript Requests (\$5 each)

If there is an accompanying form to be sent with your transcript, please include it with your request.

Recipient Name/Institution Street Address Apt, suite, etc. (optional)

City State/Province Postal Code Country

Recipient Name/Institution Street Address Apt, suite, etc. (optional)

City State/Province Postal Code Country

Total Number of Official Transcripts Requested:

Total Sum Owed for Hard Copy Transcripts: \$

***Please note:** Transcript requests will not be processed for students with “HOLDS” on their account.

Payment Options

Please submit through one of these options. If for some reason you cannot submit payment via one of these methods, please contact bursar@cyathens.org.

PayPal - send money at bursar@cyathens.org we would appreciate it if you could treat CYA as a 'friend' to avoid the imposition of service charges.

Zelle - send money at bursar@cyathens.org.

Need your hard copy transcript expedited? Please email bursar@cyathens.org for options.

North American Office

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