

# 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](mailto: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](mailto:bursar@cyathens.org).

**PayPal** - send money at [bursar@cyathens.org](mailto: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](mailto:bursar@cyathens.org).

Need your hard copy transcript expedited? Please email [info@cyathens.org](mailto:info@cyathens.org) and [bursar@cyathens.org](mailto:bursar@cyathens.org) for options.

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