

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.

For digital transcripts, please allow 3-4 business days for your request to be processed and completed. There is no fee for digital transcripts sent via email.

For hard copy transcripts sent via mail, please allow 3-4 business days for your request to be processed, and an additional 5-7 business days for the transcript to reach its destination. The fee for hard copy transcripts is \$5 each. If you need the hard copy transcript expedited or require shipment tracking, the fee is \$40 each. Email info@cyathens.org for options regarding expedited transcripts.

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. Include your first name and last name in the note when sending the payment. If you cannot submit payment via one of these methods, please contact bursar@cyathens.org.

PayPal - send money at bursar@cyathens.org and 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.

North American Office

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