



3028 Lindbergh Ave  
Bellingham, WA 98225

# Unofficial Transcript Request Form

Processed by Enrollment Department  
360.752.8350 | [registration@btc.edu](mailto:registration@btc.edu)

BTC Official Transcripts: [www.parchment.com](http://www.parchment.com)

GED Transcripts: [www.ged.com](http://www.ged.com)

## **STUDENT INFORMATION:**

Name (last, first, middle initial) \_\_\_\_\_

Former Name \_\_\_\_\_

SID or SSN \_\_\_\_\_ Birth Date (mm/dd/yyyy) \_\_\_\_\_

Phone Number \_\_\_\_\_ Attendance Dates \_\_\_\_\_

Address (street, city, state, zip code) \_\_\_\_\_

Email \_\_\_\_\_

## **ORDERING INFORMATION:**

☐ Send my transcript to \_\_\_\_\_  
(must be a physical mailing address)

☐ I will pick up my transcript (with photo ID)

☐ Designated person will pick up my transcript (with photo ID) \_\_\_\_\_  
Full Name of Designated Person

I authorize Bellingham Technical College to release my unofficial transcript.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Note:** Hand written signature required. Digital/electronic signatures not accepted.

**Unofficial transcripts will not be sent electronically. Please ensure you have provided an accurate mailing address above.**

### **FOR OFFICE USE ONLY**

Date request received in office: \_\_\_\_\_

Date processed: \_\_\_\_\_

By: \_\_\_\_\_

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