



4670 Auto Mall Parkway
 Fremont, California 94538
 888 825 6273

TRANSCRIPT REQUEST FORM

PLEASE SUBMIT TRANSCRIPT REQUESTS TO UNITEK EDUCATION STUDENT RECORDS ATTENTION: EILEEN PHUNG BY MAIL OR STUDENTSUPPORT@UNITEK.COM OR FACSIMILE AT (510) 280 7293 THANK YOU!

Please Print:

| | | | |
|---|-----------------------|--------------------------|---------------|
| Last Name: | First Name: | MI: | Phone Number: |
| Other names used while attending program: | | | |
| Social Security Number: | Birth Date: | Start Date: | |
| Street Address: | City: | State: | Zip: |
| E-Mail Address: | | | |
| Requesting Transcripts for: | Campus Last Attended: | Last Date of Attendance: | |
| <input type="checkbox"/> EMT <input type="checkbox"/> ONLINE MA | Fremont, California | | |

| Type of Request | Quantity | Unit Price | Price |
|---|----------|--------------|-------|
| Official Transcript | _____ | \$ 15.00 | _____ |
| Unofficial Transcript | _____ | \$ 5.00 | _____ |
| Faxed Unofficial Transcript | _____ | \$ 4.00 | _____ |
| Rush Processing: onetime fee | _____ | \$ 5.00 | _____ |
| ** PROCESSING WILL COMMENCE ONLY AFTER RECEIPT OF PAYMENT ** | | TOTAL | _____ |

| | | | |
|--|-------|---------------|------|
| Please forward requested transcript to: | | | |
| Registrar: | | Phone Number: | |
| Name of Institution: | | | |
| Street Address: | City: | State: | Zip: |
| Additional Comments: | | | |

**** PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING****
**** RUSH PROCESSING 1-3 BUSINESS DAYS ****
**** THE PROCESSING TIME ABOVE DOES NOT INCLUDING MAILING ****

I have completed and enclosed a separate transcript request form for each institution, and have enclosed payment in the amount of _____ .

Signature

Date

(All payments must be by credit card, check or by money order. Please make payable to Unitek Education.)

CREDIT CARD AUTHORIZATION

I authorize Unitek Education to charge my credit card for the amount of: _____.

My credit card information is as follows:

Cardholder Name:

Cardholder Address:

Card #:

Expiration Date:

Card Type: Choose Card Type

Secret V-Code:

Cardholder Signature: _____

What is a V-Code?

The V-Code 3-digit verification code number immediately follows the card number printed in the signature panel on the backside of the card. This additional security verification number is part of a fraud system, so that if someone does have possession of your credit card account number they must also have possession of the physical card in order to know the v-code number.¹



¹ http://www.mechanicalmusicpress.com/rbook/v_code.htm



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