

Request for Official Transcript

Instructions - Please print, complete and mail or fax to:



ATA College
1810 Gillespie Way, Suite 104
El Cajon, CA 92020
Phone: 619-596-2766 Fax: 619-376-1952

Student's Name: _____

Course(s) Taken: _____

Location Taken: _____

Course Start Date: _____ Graduation Date: _____

I authorize ATA College to send an official transcript to the name listed below.

Signed: _____ Date: _____

Printed Name: _____ Last Four: _____

Contact Phone: _____ Date of Birth: _____

Please send official transcript to:

1.

School/Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

2.

School/Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

The fee for each transcript is \$7.00 paid in advance, please mail a check or money order with the transcript request form or call 619-596-2766 to arrange payment by credit card. Transcript requests may take between 1 to 3 weeks for students who graduated in the past five years.

Students who graduated over 5 years ago transcripts may take up to 6 weeks.

Veteran's may also access electronic credit transcripts for the Military at <https://jst.doded.mil/>.

Thank You for your patience.