

# Center for Financial Training Recordkeeping Services Request Form

STUDENT NAME: \_\_\_\_\_  
LAST 4 DIGITS OF SS#: \_\_\_\_\_  
EMPLOYER NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
HOME/CELL PHONE: \_\_\_\_\_

## PLEASE CHECK DESIRED SERVICE(S):

- Official Transcript (will be mailed directly to the college)  
*(includes an unofficial copy to the student)* Fee \$10.00

Please send my transcript to the following school:

School Name: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_

- Transfer Credit Evaluation Fee \$30.00  
\_\_\_\_\_ I have requested that \_\_\_\_\_ mail my transcript directly to CFT.  
(college or university)
- Unofficial Transcript Fee no charge
- Diploma/Certificate Request Fee no charge  
\_\_\_\_\_  
(Diploma or Certificate Title)
- Diploma/Certificate Replacement Fee \$10.00  
\_\_\_\_\_  
(Diploma or Certificate Title)
- Webinar Credit Request - Webinar Title: \_\_\_\_\_ Fee \$15.00

PLEASE SEND THE ABOVE ITEM(S) TO MY: (CIRCLE ONE) HOME WORK

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO THE **CENTER FOR FINANCIAL TRAINING** AND MAIL TO:  
Center for Financial Training, Attn: Deborah Rondeau, P.O. Box 969, Norwich, CT 06360-0969  
Unofficial Transcript requests can be faxed to: 860-823-1410. To pay by credit card, please call 800-795-5242 x1176.