



Dear Graduate:

We are happy to take care of your request for a duplicate and/or copy of documentation of your course completion.

Please complete the enclosed request form and return to:

**Orleans Technical College
2770 Red Lion Road
Philadelphia, PA 19114-1014
Attention: Wendy Montell**

Payment must accompany your request form in one of the below amounts for processing. If you are mailing in your request, payment must be in the form of a check or money order payable to Orleans Technical College.

Unofficial Transcript.....\$10.00

Official Transcript.....\$15.00

Documents listed below are only available to Graduates who started after 1/1/2008:

Photocopy of Diploma/Certificate\$10.00

Diploma/Degree without Cover\$25.00

Diploma/Degree with Cover\$35.00

If you have any additional questions please contact me directly at (215) 728-4457.

Thank you,

Wendy Montell
Student Data Records

Opportunities for career success

2770 Red Lion Road · Philadelphia, PA 19114-1014 TEL 215-728-4700 FAX 215-745-1689 EMAIL orleanstech@jevs.org
WEB www.orleanstech.edu



Office Use Only:
Date Paid: _____
Amount: _____
Payment Method: _____
Received By: _____

DOCUMENT REQUEST FORM

I, _____,
First Name MI. Last Name (Maiden Name)

am requesting the following documents from Orleans Technical College:

- Unofficial Transcript \$10.00
- Official Transcript \$15.00

Documents listed below are only available to Graduates who started a Program after 1/1/2008:

- Photocopy of Diploma/Certificate \$10.00
- Diploma without Cover \$25.00
- Diploma with Cover \$35.00

Signature: _____ Date: _____

SSN# _____ Phone# _____

Address: _____

Date/Year Attended: _____ Program: _____

Delivery Method: Hold for Pick-up Send to Address above Send to Institution below

Name & Address of Institution to send official transcript:

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