



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. Payment may be sent in the form of a check or money order payable to: Orleans Technical College. Credit Card payments may be accepted, in person, with valid ID. You must call in advance to confirm availability if you wish to pay by credit card.

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\$10.00

Diploma without Cover\$55.00

Diploma with Cover\$65.00

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 Received: _____	Amount: _____
Payment Method: <input type="checkbox"/> Check	<input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card
Check or MO # _____	
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 \$10.00
- Diploma without Cover \$55.00
- Diploma with Cover \$65.00

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:

