



Transcript Request Form

Instructions to the Student

- Complete this form and send it to the previous high school from which you graduated, as well as any colleges you may have attended. **Please do not send this form to Ashworth College.**
- If your previous school charges a fee to issue a transcript, please include it with this form to avoid any delays.
- If your transcripts cannot be sent in English, they must be translated into English by World Education Services (W.E.S.). You can reach W.E.S. at 1-800-937.3895 or www.wes.org.
- Transcripts must be received by Ashworth College within 90 days from the date you enrolled with Ashworth College.

Student Name: _____ Ashworth Student Number: _____

Maiden Name or Name Used when Attending Previous School: _____

Birth Date: _____ Check One: Male Female

Social Security Number: _____ Phone Number: _____

E-mail: _____

Name of Previous School Attended: _____

Address: _____

City: _____ State: _____ Zip: _____

Enrolled From: _____ to _____ School Phone: _____

Student Signature: _____ Date: _____

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Instructions to the Registrar

- Please send an **official copy** of the student's transcript to one of the below:
 - Ashworth College – Transcript Processing
5051 Peachtree Corners Circle, Suite 200, Norcross, GA 30092
 - Fax: 770.729.8578
 - Email: registrar@ashworthcollege.edu
- Please include a school profile and course description, if available.
- Transcript needs to show courses taken, grades received, credits earned (or test scores if GED was awarded) and when the student earned a diploma, if applicable.
- The student is responsible for any fees for this service.
- **Important:** Please write the Ashworth College student number, listed above, on the transcript or send a copy of this form with the transcript.
- If you have questions, please log into your account to chat with an agent or submit a support ticket.