Goodwin College

Request for Unofficial Documents

Please allow two business days for processing. If you attended Goodwin College or Data Institute before 2002 processing may take up to ten days

(PLEASE PRINT CLEARLY)

Name:_____
First **Middle I.** **Last**

Previous name *(if applicable)*_____ **Date of Birth**_____

ID No. _____**OR SS # IF ATTENDED BEFORE 2002** _____

Address_____

City _____**State**_____**Zip**_____

Home Phone No. _____ **Work Phone No.**_____**Cell Phone No.**_____

Is the above address new to our records? ❑ yes ❑ no

Dates attended (if former student) _____

Signature _____ **Date** _____

How would you like to receive your document
PLEASE CHECK:

❑ Hold for pick up (**Request must be picked up within ten days**)
❑ Mail to address above
❑ Mail to different address: (please print full name and address) _____
_____
_____

❑ Fax To: _____ Attn: _____
❑ Email To: _____

Document(s) you're requesting
PLEASE CHECK:

❑ Request for **Unofficial Transcript**
- ❑ Process after grades are recorded
- ❑ Process after removal of incomplete is recorded

❑ Request for **Letter of Attendance**
❑ Request for copy of **Immunizations**
❑ Request for copy of **High School Transcript**
❑ Request for copy of **Accuplacer Test Results**
❑ Request for copy of **Other College Transcript**

Notes: _____
_____
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You May: 1) **Drop** off form to: Registrar's Office, room #143
2) **Mail** this form to: Goodwin College, Registrar's Office, One Riverside Drive, E. Hartford, CT 06118
3) **Fax** this form to: 860-291-8610, Attn: Registrar Office
4) **Email** this form to: cboudreau@goodwin.edu