

Goodwin College
Request for Unofficial Documents

THIS FORM MUST BE PRINTED OUT

THIS FORM CAN NOT BE FILLED IN ONLINE – NO ELECTRONIC SIGNATURE

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

Photo ID will be required when picking up documents.

(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 and you must present photo ID)
- 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 **Accuplacer Test Results**

Notes: _____

- 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