



Greater Johnstown Career and Technology Center

Postsecondary Transcript Request Form

To request a transcript, please complete the information below. Enclose the transcript fee of \$3.00 per transcript. Cash, checks, and money orders are accepted. Please make your check payable to "Greater Johnstown CTC."

Transcript requests can be emailed to transcripts@gjctc.org. All of the information below must be included in your email. You will be contacted by a GJCTC Business Office Representative to process a credit card payment for the transcript fee. **The transcript fee must be paid prior to the release of the transcript.**

All official transcripts are mailed using first class mail because the school's seal cannot be affixed to an electronic copy (please allow time for standard mail delivery). Unofficial transcripts may be emailed; however, the \$3.00 fee still applies. Please allow **5 to 7 business days** from receipt of request for processing.

All information must be completed, or the transcript cannot be pulled for release.

_____ Number of transcripts requested _____ Official _____ Unofficial

Program Attended: _____ Current Name: _____

Name under which you attended the program: _____

Last four digits of your social security number: _____ Phone: _____

Month and year of graduation: _____

Campus where you attended: _____ Email: _____

Email: _____

Complete name and address of where the transcript is to be mailed:

Signature: _____

Return this form along with your payment to:
Greater Johnstown Career and Technology Center
445 Schoolhouse Road
Johnstown, PA 15904

A.K.A. Greater Johnstown Area Vocational Technical School
445 Schoolhouse Road
Johnstown, PA 15904-2998
(814) 266-6073
gjctc.org