ASHEVILLE-BUNCOMBE TECHNICAL COMMUNITY COLLEGE
REQUEST FOR CURRICULUM TRANSCRIPT

Transcript Fees and Payment Options:
$5.00 per transcript (official or unofficial copies); additional “Expeditie Fee” of $5.00 per copy for on-demand service
- Attach check or Money Order payable to A-B Tech or
- Pay in person at the Cashier’s office: 93 Victoria Road or
- Pay in person at the Bookstore or
- Pay online using the link on the A-B Tech website

After payment, mail or fax request form to:
A-B Tech Community College
Records and Registration
340 Victoria Road
Asheville, NC 28801
Fax: (828) 251-6718
Requests may also be dropped off in Student Services

DATE OF BIRTH (for identification) ____________________________
CURRENT PHONE (_____)______________________
(We will attempt to contact you if there are problems fulfilling request)

- Transcripts will not be provided for a student who owes money to the College or who is on disciplinary suspension.
- Transcripts may be picked up at the Service Center Desk in the Bailey Building with a photo ID.
- Transcripts may not be picked-up by anyone other than requesting individual without signed permission. To give permission for an alternate to pick up a transcript, a copy of the requestor’s photo ID must be included with the signed transcript request. Alternate pick-up person will be required to show photo ID.
- Transcript policy is subject to change.

Please select the appropriate options below. Indicate how many copies are needed for pick-up or mail.

☐ I attended A-B Tech during or after 1986   OR   ☐ I attended A-B Tech prior to 1986

☐ Produce transcript immediately (transcript does not include courses in progress) Note: on demand service (Mon-Fri during Bailey business hours) will be charged an additional $5.00 per copy expedite fee

☐ Produce transcript within 1-2 business days of receipt of payment (transcript does not include courses in progress)

☐ Hold until term grades are posted

☐ Hold until degree is posted after this term

I will PICK UP _____ copies of transcript(s) Requests received and paid for by 12:00 Noon will be available the next working day. Otherwise, transcripts may be picked up the second working day. Photo ID is required to pick up a transcript.

OR:
MAIL _____ copies of transcript to:

MAIL _____ copies of transcript to:

Fax an unofficial copy to: Fax# (_____)______________________ Attn: ____________________________
(Note: $5.00 transcript fee applies to faxed or emailed unofficial transcripts)

SIGNATURE: ________________________ (Required for transcript release)

Questions? – Call (828) 398-7900 or visit www.abtech.edu
Revised 11/11/2014

DATE: ____________________________

PERC/STAC: _______  TIME: _______  INITIAL: _______
ARAI: _______  DATE: _______  Official Use Only