CENTER FOR FINANCIAL TRAINING℠
SOUTHEAST REGIONAL

AIB/CFT Transcript & Diploma Request Form

AIB American Institute of Banking

_____ **Official Transcript:** $15 (If records are not in computer, $18; records prior to 1998 will require paper research)

$5 charge per additional recipient Additional Recipient Name:_____
Address:_____
City, State and Zip:_____

Optional delivery method: _____ UPS $18 *All requests will be sent by USPS unless UPS option checked*

_____ **Diploma/Certificate:** No Charge
Diploma/Certificate Requested: _____

_____ **Diploma/Certificate Reprints:** $35 Diploma/Certificate Requested:_____

Name as it should appear on document:_____

Bank Name:_____

Name:_____
First Middle Last

Social Security Number:_____Years Courses Taken:_____

AIB/CFT Chapter(s) where you took courses (list city, state, and a range of dates):

_____

AIB/CFT Courses, Class Locations, Instructors. Please provide information which may help accurately retrieve your records. A complete list of classes is not necessary. This assists us in generating hard to find records.

_____

_____

_____

Where do you want your transcript/diploma sent? Please provide appropriate information if you want document sent to supervisor, college, or other person.

Name:_____Title:_____

Work address:_____

_____
(*For privacy purposes, CFT will not fax any student transcripts in response to this transcript request.)

Requestor:_____Telephone:_____

Email:_____Signature of Requestor:_____
Date:_____
(Requestor can be Student or CFT/AIB Representative)

For transcripts and reprints, please make check payable to CFT and mail request to:

Southeast Regional
Center for Financial Training, Inc.
126 West Adams Street, Suite 501
Jacksonville, FL 32202-3864
Phone: (904) 354-4830 Fax: (904) 354-1834

Diploma requests can be faxed. CFT will process faxed transcript requests upon receipt of payment.

(Effective 9/3/2010)