



AIB/CFT Transcript & Diploma Request Form



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. \* When certificates are purchased at a discount through contract pricing, CFT will need to collect the ABA fee for processing official certificate requests (\$25 per certificate). Certificates can be printed at the conclusion of the course online. \*