



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

Name: Title:

Street * address:

(*Address needs to be street address only, no P.O. Box- needed for diploma/certificate shipment.)

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 (\$30 per certificate). Certificates can be printed at the conclusion of the course online. *