AIB/CFT Transcript & Diploma Request Form

Please Print Clearly

_____ **Official Transcript:** $12 (If records are not in computer, $15; records prior to 1998 will require paper research)

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

How would you like your diploma/certificate presented?:

___ Blue Padded Certificate Folder ___ Award Board Plus ___ Nothing; send only the diploma

_____ **Diploma/Certificate <u>Reprints</u>:** $25 Diploma/Certificate Requested: _____

How would you like your diploma/certificate <u>reprint</u> presented?:

__ ($15) Blue Padded Certificate Folder __ ($15) Award Board Plus __ Nothing; send only the diploma

Name as it should appear on document: _____

Bank Name: _____

Name: _____
First Middle Last Maiden

Social Security Number: _____ Years Courses Taken: _____

AIB/CFT Chapter(s) where you took courses (if unknown, 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: _____ E-mail: _____

Signature of Requestor: _____ Date: _____

(Requestor can be Student of 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 or it can be confirmed that the student's bank will pay the transcript or reprint fee.