GED® TRANSCRIPT REQUEST

Please complete all fields in this section.

| Full Name: |  |
| Last | First | M.I. |
| Former/Maiden Name: |  |
| Last | M.I. |

| Address: |  |
| Street Address | Apartment/Unit # |
| City | State | ZIP Code |

Home Phone: ( )  Alternate Phone: ( )

E-mail Address: 

Social Security Number: 

Birth Date: _____/_____/_______ Year you took GED® test (approximate): 

Signature: ___________________________ Today’s date: __________________

Your request must be signed in order for transcript to be processed.

FEES

☐ RCC ADMISSIONS OFFICE: FREE

If you are applying to RCC, check here. A copy of your transcript will be forwarded to RCC Admissions within 2 business days.

Mail form, submit in person, or fax it to us at 617-933-7424.

ALL OTHER ORDERS: $7.00 PER COPY – MONEY ORDERS ONLY

NUMBER OF TRANSCRIPTS REQUESTED: ______ copies @ $7.00 each. TOTAL COST = $ _______

NO CASH OR PERSONAL CHECKS. MAKE MONEY ORDERS PAYABLE TO RCC – GED.
ORDERS CANNOT BE PROCESSED WITHOUT PAYMENT.

DELIVERY / PICK UP

☐ Mail my transcript to me at the address above.

☐ Mail my transcript to:

| Address 1 | Number of copies to this address: ______ | Address 2 | Number of copies to this address: ______ |
| Name/Organization | Name/Organization |
| Street | Street |
| City | State | Zip |
| Tel: | Fax: |

If additional copies are required, please attach a list with all addresses to which you would like copies sent.

Office use only below:

Date Received: _______ Payment: $_______ Date Mailed: _______ / Pick Up Date: _______ To RCC Admissions: _______ Staff initials: _______
GED® TRANSCRIPTS

If you earned your GED® at Roxbury Community College, fill out the Transcript Request form (see next page/opposite side), and submit to the RCC GED® Office along with the required payment.

If you took your GED® at another test center, contact that test center to order a copy of your transcript.

- A list of Massachusetts GED® Test Centers is available on the state GED® website: www.doe.mass.edu/hse.
- A list of test centers nationwide is available on the national GED website: www.gedtest.org.

GED® DIPLOMAS

Diplomas are awarded by the state GED® Office, at the Massachusetts Department of Elementary and Secondary Education. If you need a copy of your Massachusetts GED® DIPLOMA, you must contact the state GED® Office:

High School Equivalency Testing Program
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148
Phone: (781)338-6625
www.doe.mass.edu/hse

GED® VERIFICATION

For employers: In Massachusetts GED® Score Reports/Transcripts do not indicate awarding or receiving a Massachusetts GED® credential, only that the five tests were taken and passed.

To verify that an individual received his/her GED® diploma, please submit a Verification Request to the Massachusetts GED Office: http://www.doe.mass.edu/hse/verify/