

# REQUEST FOR HIGH SCHOOL, GED, & COLLEGE RECORDS

**Note to Applicant:**

- 1) Please submit an Admissions Application to Southwestern Community College before requesting records.
- 2) Type or print legibly.
- 3) Contact the school to determine what, if any, fees and/or additional information is required.
- 4) Mail or fax completed form to your high school, GED office or college.

\_\_\_\_\_  
(Last Name)

\_\_\_\_\_  
(First)

\_\_\_\_\_  
(M.I.)

\_\_\_\_\_  
(Maiden)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Home/Cell Phone Number)

School Name: \_\_\_\_\_

From: \_\_\_\_\_  
(Dates Enrolled at School)

To: \_\_\_\_\_  
(Date of Graduation or Departure)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

Note to School/College Representative:

- 1) Please mail official transcript to:

Registrars Office, Southwestern Community College  
447 College Drive, Sylva, North Carolina 28779  
828.339.4219 or 800.447.4091, ext. 4219

