



Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

STUDENT TRANSCRIPT REQUEST

Student records of certain closed post-secondary schools are in the State Archives. Former students may request certified copies of their transcripts. The fee is \$9.50 for each certificate issued.

Name and Contact Information:

Name:		
Name used while at school, if different from your current name:		
Address:		
City:	State:	Zip:
Daytime Phone:	Email Address:	

School Information:

Ethan Allen Community College Green Mountain Institute College of Oriental Medicine Mark Hopkins College Middlesex College Northeast College of Healing Arts and Science Rutland Business College Rutland United States School of Professional Paperhanging Whitman's Academy of Hair Design Windham College
Dates Attended: From _____ To _____

Signature: _____ Date: _____

Last four digits of your Social Security Number: _____

Copies and Payment

Transcripts Desired:	at \$9.50 per copy	Amount Enclosed:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order
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\$3 of the \$9.50 fee is applied to the search and is nonrefundable.

Make checks or money orders (U.S. funds) payable to the Vermont Secretary of State. Mail your payment with this form and a self-addressed stamped envelope to the address shown above.