



Transcript/Verification of Hours Request Form

7466 South Redwood Road
 West Jordan UT 84084
 Phone: (801) 975-1945
 office@uteta.org

Request can be accepted by mail, e-mail, or in person at a UTETA campus.

REQUEST IS FOR: All information on this form must be completed before processing.

QTY: _____	Official Transcript:	Free	Allow 7-14 business days
QTY: _____	Unofficial Transcript:	Free	Allow 7-14 business days
QTY: _____	Utah Verification of Hours:	Free	Allow 7-14 business days
	Verification of Hours for which State? _____		Allow 7-14 business days

DELIVERY METHOD: *Check One* **PICTURE ID REQUIRED TO PICK-UP IN PERSON**

____ Mail to address provided below ____ E-Mail to address provided below

____ Pick up by: ____ Self or ____ Other *(Please list name) _____

*** If picked up by other, must accompany FERPA Information Release Form**

MAIL TO: Include institution name, attn., etc...	E-Mail To: Include institution name, attn, etc Address: _____
_____	_____
_____	_____
_____	_____

CLEARLY PRINT YOUR FULL LEGAL NAME: **ALL INFORMATION IS REQUIRED**

Full Legal Name: _____

OTECH Student ID or last 4 of social #: _____ Maiden Name: _____

Email Address: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone #: _____ Cell #: _____ Birthdate: _____

Year Enrolled: _____ Program: _____

Year Graduated: _____

RELEASE ACKNOWLEDGEMENT: I authorize the release of my academic records to the third parties specified on this form. Additionally, I approve the delivery method indicated above.

Signed: _____ Date: _____

Equal Employment Opportunity Pledge: The Utah Electrical Training Alliance will not discriminate against apprentice applicants or apprentices based on race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information and disability.

FOR OFFICE USE: Office personnel Rcvd Initials _____ Date form Received _____

Transcript (Mailed/ e-mailed/in office for pick up): Date: _____

Utah Verified hours (Mailed/ e-mailed/in office for pick up): Date: _____

Other States (designated above) Hour Verification (Mailed/ e-mailed/in office for pick up): Date: _____