567 S Valley View Drive #4, St George, Utah 84770 · (435) 628-1150 · admin@zmc.edu · ww.zmc.edu

Graduate Transcript Request Form

Official Transcripts/Certificates of Completion can be ordered by email or by going to ZMC's Front Office. For any questions, call 435-628-1150. If submitting through email, please submit this completed form to admin@zmc.edu. Please remember that Student academic records are confidential and may only be released with the student/graduate's written authorization, in accordance with the Family Educational Rights and Privacy Act of 1974. Any unsigned requests will not be processed. It may take up to 10 business days to prepare and send an official Transcript/Certificate of Completion.

*Please call ZMC at 435-628-1150 to pay the $5.00 Transcript Processing Fee. Cash, Check, or Credit Cards are acceptable forms of payment.

Student Information

Student Name while attending ZMC: _____

Date of Birth: _____ Cohort: _____ Last 4 of SS#: ***-**-_____

Telephone: _____ Email: _____

Dates of Attendance:

Start: _____ Graduation Date:_____

Mail Document(s) to:

Name of Person/Business: _____

Mailing Address: _____

City: _____ State: _____Zip: _____ Phone: _____

Additional Comments:

_____

_____

_____

_____	_____	_____	_____
Print Name	Date	Signature	Date
_____	_____	_____	_____
Signature of Director	Date	Signature of Witness	Date

Director Follow Up: