



Dear Graduate:

We are happy to take care of your request for a duplicate and/or copy of documentation of your course completion.

Please complete the enclosed request form and return to:

Orleans Technical Institute
2770 Red Lion Road
Philadelphia, PA 19114-1014
Attention: Kris Buoncristiano

A check or money order payable to Orleans Technical Institute must accompany your request form in one of the following amounts for processing:

Diploma	\$25.00
(available only for grads after 2006)	
Diploma with Cover	\$35.00
Copy of Official Transcript	\$15.00
Copy of Diploma/Certificate or Unofficial Transcript.....	\$10.00

If you have any additional questions please contact me directly at (215) 728-4465.

Thank you,

Kris Buoncristiano
Administrative Assistant

opportunities for career success

2770 Red Lion Road · Philadelphia, PA 19114-1014 TEL 215-728-4700 FAX 215-745-1689 EMAIL orleanstech@jevs.org WEB www.orleanstech.edu



DOCUMENT REQUEST FORM

I, _____
First Name Last Name Initial (Maiden Name)

am requesting the following documents from Orleans Technical Institute:

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | Diploma
(available for grads after 2006) | \$25.00 |
| <input type="checkbox"/> | Diploma with Cover | \$35.00 |
| <input type="checkbox"/> | Copy of Official Transcript | \$15.00 |
| <input type="checkbox"/> | Copy of Diploma/Certificate or
Unofficial Transcript | \$10.00 |

Signature: _____

Social Security Number _____

Address: _____

Telephone Number: _____

Program Name: _____

Date/Year Attended: _____

Name and Address of
institution to send official
transcript : _____

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