

Franklin College Switzerland Transcript Request



Registrar's Office, Franklin College
Via Ponte Tresa 29, CH-6924 Sorengo
Phone: +41.91.986.36.67
Fax: +41.91.994.41.17
Email: registrar@fc.edu

Student Info:

Name	
Address	
Phone	
Email	

Please note:

- ▶ Students must send a request in writing by mail, fax or email (Student's approval is obligatory).
- ▶ Transcripts will not be released if the student has an outstanding financial obligation to the College.
- ▶ Records are sent by regular airmail unless the student requests otherwise.
- ▶ The College does not take responsibility for the receipt of the transcript.

Send Transcript Immediately

**Send Transcript after Semester/Session grades
have been posted**

Address to which the transcript should be sent:

**Student's Approval
(Required)** _____

Date _____