



PROSPECT COLLEGE

INFORMATION REQUEST FORM

Email Form to: Registrar@tlc-corp.com

Date: _____

Student Name:	
Address:	
Phone:	Email:

Check all that apply:

- Training Enrollment Verification
- Timesheet(s)
- Housing Verification
- Report Card- NO FEE Mod Date: _____
- Official – (\$10 per Transcript- processed within five business days of receipt)
- Unofficial Transcript – NO FEE
- Duplicate Diploma (\$10 fee Processed within five business days of receipt)
- Verification Letter (Original must be directly sent to addressee, student will receive a copy):
- Other: _____

Information Being Sent To:

Agency:	
Name:	
Address:	
Phone:	Fax:
Email:	

Student Signature: _____

Student will pick up

Completed **Date:** _____

Not Completed **Reason:** _____

*Requests may take up to 48 hours to process.

*New Students and Re-enters may not have verification forms completed until the drop/add period ends in a new module.