

TRANSIENT LETTER REQUEST FORM

INSTRUCTIONS: Complete each section below and return to the Admissions & Records office via email to records@gadsdenstate.edu, by mail to P.O. Box 227, Gadsden, AL, 35902 or to the Admissions & Records office, Gadsden One Stop Center.

IMPORTANT: The student is responsible for requesting that official transcripts of all work completed at other institutions be mailed to the address above, or emailed via secure network to admissions@gadsdenstate.edu.

STUDENT INFORMATION: