

Dear Applicant:

If you have an associate, undergraduate or graduate degree, we will need copies of your transcripts along with your completed application. If an offer of employment is made, we will need Original Transcripts from your school(s). If there is a required fee for original transcripts, please enclose that in check or money order form. DO NOT MAIL CASH! If you have original transcripts available at no cost, you may go ahead and request or enclose them now.

**PLEASE MAIL THIS FORM TO YOUR
COLLEGE OR UNIVERSITY**

Detach here and forward lower portion to college/university

Date: _____

To: **Registrar's Office**

University/College: _____

Address: _____

City/State/Zip Code: _____

Re: **Official Transcripts**

From: _____

Student ID# _____

Please forward an official transcript to:

Piedmont Behavioral Healthcare
245 LePhillip Court, NE
Concord, NC 28025

Attn: Recruitment

Student Signature