

**DAYMARK RECOVERY SERVICES
REQUEST FOR TRANSCRIPT FORM**

Dear Applicant:

If you have a graduate or undergraduate degree, we will need your transcripts along with your completed application. If an offer of employment is made, we will need the originals. If there is a required fee for original transcripts, please enclose that in check or money order form. **DO NO MAIL CASH!** If you have original transcripts available at no cost, you may go ahead and request or enclose them now.

MAIL 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:

Daymark Recovery Services, Inc.
1305 S. Cannon Blvd.
Kannapolis, NC 28083

Attn: Daymark Human Resources

Student Signature