

SABER College

Student's Official Transcript Request

Student Name: _____ Social Security Number: _____

Telephone Number: _____

Program: ESOL _____ Nursing (AS) _____ PTA _____

Program Start Date: _____ Graduated (Y/N) _____

Class / Cohort: _____

Did you complete the Program? _____ Yes _____ No

To pick up: _____ Yes* _____ No

*Transcripts will be ready to pick up every Friday until 2:00 PM

To be sent to another place: _____ Yes _____ No

*Transcripts will be ready to be sent by close of business every Friday

The number of transcripts is requested. _____

Please type the address in which you need these transcripts to be sent:

Student Signature

Date Requested

Official Use only:

Paid: \$ _____ Payment Type (Credit Card/Cash/Debit) _____

Payment Processed By: _____

Date Processed: _____

Sent: _____ Date: _____

By: _____

REQUEST FOR OFFICIAL TRANSCRIPTS

Here are the steps you need to follow to request your official transcripts:

1. To initiate the process, please pay the request by calling 305-443-9170 at the main office. (Please mention the reference “payment for a transcript request.”) The fee is \$10.00 per copy and \$25.00 for out-of-state requests. We've made it as convenient as possible for you.
2. Download and complete the request form with your information and scan the form to the following email address:
 - linette@sabercollege.edu (All Nursing after Dec 2020)
 - destevez@sabercollege.edu (All Nursing before Dec 2020)
 - lalvarez@sabercollege.edu (All Nursing before Dec 2020)
 - karocho@sabercollege.edu (PTA Program)
3. Don't forget to attach proof of payment.

Please be aware that it will take five business days from the day you submit the request to process your transcript. The transcripts will be available for pick-up or delivery to other institutions on the Friday following the five-day processing period. When requesting transcripts, please consider the processing time.