



College of Instrument Technology / Heavy Equipment Driver

17156 Bellflower Blvd., Bellflower, CA 90706 (562) 925-1785 Fax: (562) 925-5855 www.HEDcollege.com

CREDENTIAL REQUEST FORM

Name: _____ Date: _____

SSN (last four): _____ CIT Graduation Date: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Please complete each of the following required steps. Allow 10 to 14 days processing time for transcripts. Allow up to 30 days processing time for certification documents. Incomplete forms will delay processing.

1. Credentials requested (check all that apply):

- Diploma Reprint- \$50 fee scan of your original Diploma# (free with reprint)- \$25 fee
- Transcript - \$25 fee (One Official and one scanned copy) Additional official copies ____ x \$20.00
- Replacement of UNEXPIRED Cert Card - \$25 fee # Subject to availability of scan. (Some diplomas were NOT scanned)

2. Attach a copy of one of the following forms of photo ID. Please indicate which document is attached. (Required for transcript or Diploma)

- Driver's License Military ID Passport

3. Speed of processing 2-3 business days or 10-14 business days? Do you want USPS 2-day Priority mailing? (chose one)

- Standard (10-14 business days) Processing Request \$0.00
- Rush (2-3 business days) Processing Request Standard mail or in person pickup; **additional \$25 rush fee.**
- Rush Processing Request & USPS Priority 2-day Mailing; **additional \$50 rush fee.**

4. METHOD OF PAYMENT;

- Cash Check Zelle (office will contact you with username)
- *Credit card processing** – 5% fee (Required if paying by credit card in person), 7% fee for off-site card transactions:

- VISA* Master Card* American Express* Discover* PayPal*(invoice)

If paying by credit card complete the following information Billing ZIP Code | _____ | Security Code | _____ |

CREDIT CARD NUMBER | _____ | EXPIRATION DATE | _____ |

NAME (Print as it appears on card)	SIGNATURE (on card)
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5. Base charge \$ _____ + Rush Fee \$ _____ = Sub total \$ _____ * .05 or .07 = CC fees (if any) \$ _____

Sub total \$ _____ + CC fees (if any) \$ _____ = **Total payment \$ _____**

6. Signature: _____

Checks should be payable to College of Instrument Technology. For faster processing, email this request form and provide electronic payment.

*Please mail or scan this form to CIT
Attn: Credential Request
office@HEDcollege.com, 17156 Bellflower Blvd., Bellflower, CA 90706*

CIT/HED has successfully placed 90%-100% of our graduates in training related jobs since 2010