

**Self Help Guide: Filling out a Transcript Request form & Submitting your request to the Independent Study Program.**

**Student Transcript-** Is a complete document that includes your personal identification information, course numbers and titles, completion dates and the number of contact hours and/or applicable continuing education units. **This document is mailed to the student's address that is provided on the request form.**

**Official Transcript-** Is a complete document that includes your personal identification information, course numbers and titles, completion dates and the number of contact hours and/or applicable continuing education units. **This document requires a student signature to release your training record to the designated institution.**

**Follow these instructions below to request/submit your transcript request:**

Go to <a href="http://training.fema.gov/">http://training.fema.gov/</a>	
Click on the "FEMA Independent Study" button.	
Click on the link " <a href="#">IS Transcript Request</a> ".	
The IS Transcript Request form will launch in Adobe Acrobat Reader.	
Print out Transcript Request Form.	
Fill out your name.	<p><b>REQUESTOR</b></p> <p>Full Name _____</p>

<p>Fill out your mailing address.</p>	<p>Address _____</p> <p>City, State &amp; Zip Code _____</p>
<p>Fill out Social Security number of student.  <i>The Independent Study Program uses the Social Security number as proof of US citizenship and also to uniquely identify the specific student.</i></p> <p>If you only need a student transcript, then you are ready to send in your form - follow the next step and stop. If you need an official transcript, then skip the next step and continue with the others.</p>	<p>Social Security Number _____</p>
<p>There are 2 ways to submit your Transcript Request Form to the Independent Study Program.</p> <ol style="list-style-type: none"> <li>1. By Mail: to address listed on the right.</li> <li>2. By Fax: to number listed on the right.</li> </ol>	<p><b>MAIL YOUR REQUEST TO:</b></p> <p><b>National Emergency Training Center  EMI Independent Study Program  16825 South Seton Avenue  Emmitsburg, MD 21727-8998  OR  FAX TO: (301) 447-1201</b></p>
<p>Fill out the designated personnel that will be receiving your transcript.</p>	<p>Attention _____</p>
<p>Fill out Mailing Address of the receiving Institution that will be receiving your transcript.</p>	<p>Address _____</p> <p>City, State &amp; Zip Code _____</p>
<p>Sign the bottom of the Transcript Request Form.  <i>The student's signature is needed in order to send out Official Transcripts to Institutions or students.</i></p>	<p>REQUESTOR'S SIGNATURE: _____</p>
<p>Fill out date of your request.</p>	<p>DATE: _____</p>
<p>There are 2 ways to submit your Transcript Request Form to the Independent Study Program.</p> <ol style="list-style-type: none"> <li>1. By Mail: to address listed on the right.</li> <li>2. By Fax: to number listed on the right.</li> </ol>	<p><b>MAIL YOUR REQUEST TO:</b></p> <p><b>National Emergency Training Center  EMI Independent Study Program  16825 South Seton Avenue  Emmitsburg, MD 21727-8998  OR  FAX TO: (301) 447-1201</b></p>