

# EMI Independent Study Program Transcript Request Form

A transcript of your Independent Study course completions will be emailed to you (the student), and sent by postal mail to any Institutions you indicate below. Please type or write your information legibly. Please allow 10 business days for delivery via U.S. Mail.

*\*If you are requesting transcripts for a large number of students, please contact our office at 301-447-1200 or [Independent.Study@fema.dhs.gov](mailto:Independent.Study@fema.dhs.gov) for additional completion verification options.*

Student Name (required):
Address (required):
City, State & Zip Code (required):
Phone Number:
Email Address (required):
Social Security Number <b>OR</b> FEMA Student ID (SID) (1 required): <small>Please see our website at <a href="https://training.fema.gov/is/privacystatement.aspx">https://training.fema.gov/is/privacystatement.aspx</a> for information on why the ssn is required.</small>
*Student Signature (required):  <i>*By signing this form you grant permission for the FEMA Independent Study program to release your information to the designated third party organizations or agencies indicated below.</i>
<b>*Only you (the student) can authorize the release of your training record(s).</b>

## **Institutions to receive Official Transcripts(s):**

\*As the requestor, you automatically receive a student copy of your transcript via email. Official transcripts are printed, sealed and mailed via the US Postal Service. Please allow 10 business days for delivery.

Institution Name (required):
Attention to (required):
Address (required):
City, State & Zip Code (required):
Institution Name (required):
Attention to (required):
Address (required):
City, State & Zip Code (required):

### **Submit your request to:**

National Emergency Training Center  
EMI Independent Study Program  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998

[Independent.Study@FEMA.DHS.gov](mailto:Independent.Study@FEMA.DHS.gov)

**Fax to:** (301) 447-1201