

# Transcript Request Form

#### **Pine Technical & Community College Official Transcripts**

Pine Technical & Community College will release a student's permanent academic record (transcript) with the student's signed request.

- Official Pine Technical & Community College transcripts are \$5 per copy and \$8 for *Rush Delivery* per copy. Exemption: If all credits were earned/all coursework at PTCC was prior to Jan. 1999, there is no charge; however, <u>this</u> <u>form must still be completed</u> for the transcript request to be processed. Also, if all credits were earned/all coursework at PTCC was prior to Jan. 1999, allow PTCC ten (10) business days to process the archived record.
- Write a check or money order payable to Pine Technical & Community College. DO NOT MAIL CASH.
- Payment by credit card is available at the Business Office. CREDIT CARDS NOT ACCEPTED BY PHONE.
- A separate Transcript Request Form is required for each mailing address; missing information will delay processing.
- The student's handwritten signature is required to release/mail the transcript.
- Transcripts will not be issued without a signature.
- Transcripts will not be issued if a student has a Hold or financial obligations to Pine Technical & Community College.

#### MnSCU Institutions and "E-Transcript"

The Minnesota State Colleges and Universities (MnSCU) system uses *E-Transcript*, designed for students transferring within the MnSCU system. Official transcripts are shared, at no cost to the student, among MnSCU institutions, provided the student does not have any holds, such as a balance owed. For a list of MnSCU institutions, see second page/other side.

## Pine Technical & Community College Official Transcript Request

Name (First, Middle Initial, Last):		
Former Names Used:		
Street Address:		
City, State, ZIP Code:		
Student ID # (if available):	Social Security Number:	
Day Phone Number:	Evening Phone Number:	
Approximate Dates of Enrollment (MM/YY to MM/YY):		
Were all your credits earned at PTCC prior to/take place before Jan	., 1999? YES NO	(If "YES," you are exempt from the \$5 Transcript Request Fee.)
Are you currently enrolled at Pine Technical & Community College? YES NO		
Major Program of Enrollment:		
I give permission to PTCC to mail my official transcript to the name and address indicated below.		
Student Signature:	Date (MM/DD/YYYY):	
Mailing the Official Transcript		
Please print clearly; this portion of this Transcript Request F Transcript. Include the name and complete mailing address of Providing a correct address is your responsibility.		
Name of Organization:		
Attention:		
Street Address:		

City, State, ZIP:



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#### **MnSCU** Institutions

#### **Two-Year MnSCU institutions**

**Alexandria Technical & Community College Anoka-Ramsey Community College Anoka Technical College Central Lakes College Century College Dakota County Technical College** Fond du Lac Tribal and Community College Hennepin Technical College **Inver Hills Community College** Lake Superior College **Minneapolis Community and Technical College Minnesota State Community and Technical College Minnesota West Community and Technical College** Normandale Community College North Hennepin Community College (NE) Hibbing Community College (NE) Itasca Community College (NE) Mesabi Range Community and Technical College (NE) Rainy River Community College (NE) Vermillion Community College Northland Community and Technical College **Northwest Technical College** Pine Technical & Community College **Ridgewater College Riverland Community College Rochester Community and Technical College** Saint Paul College St. Cloud Technical and Community College South Central College

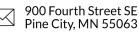
#### **MnSCU** universities

Bemidji State University Metropolitan State University Minnesota State University, Mankato Minnesota State University, Moorhead Southwest Minnesota State University St. Cloud State University Winona State University

### **Questions? Contact us!**

800.521.7463/ 320.629.5100







A MEMBER OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM