

There is a \$3.00 charge per transcript. Transcripts will be prepared within 2 business days, except during peak periods. There is also a Rush Service option for transcripts to be prepared within 2 business hours at a rate of \$10.00/transcript. Please note that students may print an unofficial copy of their academic record at no charge by going to the Web Portal.

We no longer accept fax transcript requests. Request forms may be submitted via U.S. mail or in person at the Admissions and Records Office. Processing times listed above begin with receipt of the completed request form.

Make checks payable to RCTC and mail payment and request forms to:

Rochester Community and Technical College – Admissions and Records Office
851 30th Avenue SE
Rochester, MN 55904-4999

TRANSCRIPT REQUEST

The following information is needed for preparation of a transcript - items in bold are necessary to properly retrieve your record and fulfill your request. **Use one form per request.**

Stinger ID or SSN _____ **Birthdate** _____ **Phone** _____

Name _____
Last First Middle Former Name(s)

Address _____

This reflects a new permanent address and I wish to have my records updated accordingly. **Special Request Options:**

Which School Attended What Year(s) Attended
RCTC (1996-present) _____
RCC (1915-1996) _____
RTC (1969 – 1996) _____

Transcript mailing address:

Correct address is student responsibility.

Signature _____ **Today's Date** _____

I will pick up on _____
 Hold for grades _____ semester
 Hold for degree _____ semester
 Hold for processing of course repeat(s)
Transferring to Winona State University:
 I have attended other colleges and request that all documentation of such on file at RCTC be sent to WSU
Other: (authorization for someone else to pick up your transcript, prior names you may have attended under, etc.) _____

Regular Service (@\$3.00/transcript) Rush Service (@\$10.00/transcript)

My check in the amount of \$___ is enclosed **OR**
credit card to be charged: Mastercard Visa Card number: _____ Expiration date: _____

Questions regarding transcripts can be directed via email: patricia.stevens@roch.edu or by calling the RCTC Admissions and Records Office: (507) 285-7268 or 1-800-247-1296, extension 7268.

- o Transcripts delivered to the student will be stamped "Issued to Student". It is generally preferred that the transcript be delivered directly to the receiving institution from RCTC.
- o Transcripts will not be released to students with obligations to the college (such as outstanding tuition balances, fines, etc.).
- o Transcript requests that are incomplete may be returned to the requestor and delivery will thus be delayed.
- o A photo-ID is required to pick-up transcripts. A student may authorize another person to pick-up their transcript only through written permission.
- o If your name has changed since your last enrollment please submit copy of the legal name change document so your record can be updated accordingly.
- o Your SSN and birthdate are used only to help our staff locate and identify your academic transcript; provide this information at your discretion. We will do our best to fulfill your needs without it.
- o RCTC-WSU Third Party Transcript Agreement: any RCTC student with academic transcripts from other schools may request certified copies be sent to WSU by submitting the completed request form to the RCTC Admissions and Records Office. This privilege is only available by special agreement between RCTC and WSU – RCTC will not send non-RCTC transcripts to other schools.

Office Use Only

Paid: \$3 \$10 Rush By _____ Date Sent _____ By _____ Date Picked Up _____ By _____

WE ARE UNABLE TO PROCESS YOUR REQUEST. A HOLD HAS BEEN PLACED BY _____.
YOU MUST RESUBMIT YOUR REQUEST AFTER ALL HOLDS HAVE BEEN RELEASED