

OFFICIAL TRANSCRIPT REQUEST

***** Students who plan to have a transcript sent to a Minnesota State College or University (MnSCU) do not need to complete a transcript request, if you attended RCC beginning in 1968 or RTC beginning in 1990 to the current date. Your RCTC transcript will automatically be available once you apply to any college within the MnSCU system unless you have a hold or a discrepancy on your record. Contact your other institution to retrieve your transcript electronically. This enhancement does not apply to the University of MN schools. RCTC will continue to require a request and charge transcript fees for all archived records.**

The following information is needed for preparation of a transcript. **Use one form per request.**

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

Name _____
Last First Middle Former Name(s)

Address _____ **City** _____ **State** _____ **Zip** _____

This reflects a new permanent address and I wish to have my records updated accordingly.

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

Special Request Options:

I will pick up on _____
 Hold for grades _____ semester
 Hold for degree _____ semester
 Hold for processing of course repeat(s)

Transcript mailing address: **Correct address is student responsibility.**

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.) _____

Signature _____ Today's Date _____

Regular Service (@\$5.00/transcript) Rush Service (@\$10.00/transcript)

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

Card number: _____ Security Code: _____ Expiration date: _____
(Three digit code on back of card)

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.

We no longer accept fax transcript requests. Request forms may be submitted via U.S. mail or in person at the Admissions Office.

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

- There is a \$5.00 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.
- 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.
- Transcripts will not be released to students with obligations to the college (such as outstanding tuition balances, fines, etc.).
- Transcript requests that are incomplete will be returned to the requestor and delivery will thus be delayed.
- A photo-ID is required to pick-up transcripts. A student may authorize another person to pick-up their transcript only through written permission.(photo ID required)
- If your name has changed since your last enrollment please submit a copy of the legal name change document and a photo id so your record can be updated accordingly.
- 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.
- 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: \$5 \$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