

MnSCU Transcript Retrieval Form

Official Transcripts from other Minnesota State Colleges and Universities (MnSCU)

Name: _____ Student ID: _____

Email: _____@_____

Indicate the reason for the transcript retrieval request (check all that apply):

- Transcripts need to be retrieved by RCTC.
- Incomplete grades are now posted.
- A hold at another institution has been resolved.
- A duplicate record at another institution was resolved.

Identify the college/university for which you are requesting a transcript retrieval:

- | | |
|---|--|
| <input type="checkbox"/> Alexandria Technical College | <input type="checkbox"/> MN State University, Moorhead |
| <input type="checkbox"/> Anoka-Ramsey Community College | <input type="checkbox"/> MN West Community & Technical College |
| <input type="checkbox"/> Anoka Technical College | <input type="checkbox"/> Normandale Community College |
| <input type="checkbox"/> Bemidji State University | <input type="checkbox"/> North Hennepin Community College |
| <input type="checkbox"/> Central Lakes College | <input type="checkbox"/> Northland Community & Technical College |
| <input type="checkbox"/> Century College | <input type="checkbox"/> Northwest Technical College |
| <input type="checkbox"/> Dakota County Technical College | <input type="checkbox"/> Pine Technical College |
| <input type="checkbox"/> Fond du Lac Tribal & Community College | <input type="checkbox"/> Rainy River Community College |
| <input type="checkbox"/> Hennepin Technical College | <input type="checkbox"/> Ridgewater College |
| <input type="checkbox"/> Hibbing Community College | <input type="checkbox"/> Riverland Community College |
| <input type="checkbox"/> Inver Hills Community College | <input type="checkbox"/> St Cloud State University |
| <input type="checkbox"/> Itasca Community College | <input type="checkbox"/> St Cloud Technical College |
| <input type="checkbox"/> Lake Superior College | <input type="checkbox"/> St Paul College |
| <input type="checkbox"/> Mesabi Range Community & Technical College | <input type="checkbox"/> South Central College |
| <input type="checkbox"/> Metropolitan State University | <input type="checkbox"/> Southwest Minnesota State University |
| <input type="checkbox"/> Minneapolis Community & Technical College | <input type="checkbox"/> Vermillion Community College |
| <input type="checkbox"/> MN State college Southeast Technical College | <input type="checkbox"/> Winona State University |
| <input type="checkbox"/> MN State Community & Technical College | |
| <input type="checkbox"/> MN State University, Mankato | |

RCTC Transcript Retrieval Information

- RCTC will pull all available etranscripts regardless of whether it is marked above if we have not previously received that transcript.
- You must submit a new request if additional courses in progress at another institution are completed in order to update your transfer credits.
- To send your RCTC transcript to another MnSCU institution, please contact the other institution and follow their procedure to retrieve your RCTC transcript.
- If we are unable to retrieve your transcript, due to a hold or a discrepancy at the other institution, you will be notified via email that we are unable to process your request. You are responsible to resolve the issue at the other institution. You must submit a new request once the issue is resolved.

For Office Use Only

Taken by: _____ Date: _____ Processed by: _____ Date: _____

Notified By: _____ Date: _____
 Hold Discrepancy Other