



COLLEGE TRANSCRIPT RELEASE

All degree-seeking students (including diploma and certificate programs) must provide us with all previous college transcripts.

You must request an official college transcript¹ from all post-secondary institutions you have attended. ATCC can access student's etranscript for MnSCU institutions attended after 1990. If you have attended a MnSCU institution prior to 1990 or non-MnSCU institutions, you will need to request those transcripts be mailed directly to ATCC's Registrar's Office.

¹Transcripts are considered official only if they are sent directly to the Registrar's Office by the issuing institution. Transcripts issued directly to a student are considered unofficial.

Transcript Fee: Institutions of higher education typically charge a fee for processing transcripts; therefore, we recommend you contact your prior colleges to see if there is a fee.

I hereby request _____

University/College/Technical College to send a transcript to:

Registrar's Office
Alexandria Technical and Community College
1601 Jefferson Street
Alexandria, MN 56308-2796

Date _____ Signature _____

Name Printed _____ Phone No. _____

Address _____

City/State/Zip _____

Student ID or SSN _____ Birthdate _____

Name used while attending, if different: _____

Date of Graduation _____ or Last Date Attended _____

REGISTRAR - Note: Please return this form with the transcript.

The college is asking you to provide information which includes private information under State and Federal law. The information is optional; however, if you refuse to provide some or all of the optional information, the college may not be able to process your request. This document can be made available in alternative formats by calling 1-888-234-1222, ext 4673. 1-320-762-4673 or Minnesota Relay Service at 1-800-627-3529.