



Campus attended (Please mark all that apply):
 TRF EGF Distance Ed
 Mail to:
 Northland Community & Technical College
 Transcript Requests
 1101 Highway 1 East
 Thief River Falls, MN 56701

A **\$8 fee** is charged for each official or unofficial transcript requested.

Signature and payment must be made prior to the transcript being released.

Northland is asking you to provide information that includes private and/or confidential information under state and federal law. Northland is asking for this information in order to process this form. You are not legally required to provide the information we are requesting; however, **the college may not be able to effectively process this form without it.**

Star ID/Student ID or last four digits of Social Security Number _____/_____/_____
 Birth Date _____

Signature _____ Today's Date _____

Last Name _____ First _____ MI _____ Prior Name/s _____

Street Address _____ City _____ State/Zip _____

E-mail Address (Required for follow-up) _____ Cell Phone _____ Home Phone _____ Work Phone _____

Program/Major _____ Years Attended (0000-0000) _____ Last Year Attended _____

Official transcripts are sent directly to another college, university, or to an official of an organization. Official transcripts may be the only form that a college or university accepts for transfer of credit. **Student copies may be accessed FREE of charge by logging into your academic record at www.northlandcollege.edu/eservices/grades/** If you have attended Northland Community and Technical College since 1990 and are transferring to another institution within the MnSCU system, you do not need to request your transcript. Your Northland Community and Technical College transcript is automatically available within the MnSCU system provided you do not have any holds on your records (such as an outstanding balance, etc).

Send to: Complete mailing address required

Name of Institution: _____
 Attention: _____
 Address: _____
 City/ State/ Zip: _____/_____/_____

SPECIFIC DIRECTIONS FOR TRANSCRIPTS

Send Immediately
 Send after grades posted Fall Spring Summer
 Hold until Degree or Award is recorded Charge is processed Immediately

Office Use Only

Amount Paid: _____
 Initials: _____

Make check or money order payable to NCTC. DO NOT SEND CASH.
For credit card payment complete the following:

Amount: _____ VISA MasterCard Discover

Credit Card Number: _____ Credit Card Expiration Date: ____/____/____

Name as it appears on credit card: _____