



Records Department
 Room 2220, West Campus
 3300 Century Avenue North
 651.779.3299

TRANSCRIPT REQUEST

You may order your official transcript through the National Student Clearinghouse online or complete this form and submit it by mail or fax. There is a \$5 charge per transcript. You may include a check with your mailed request or pay by credit card. For fax requests, you must pay by credit card authorization. **TRANSCRIPTS WILL NOT BE FAXED OR EMAILED.** **Questions:** 651.779.3950 **FAX:** 651.773.1708

STUDENT INFORMATION			
Current Last Name	Current First Name	MI	Former Name(s)
Current Street Address, City, State, Zip Code			
Student ID or Complete SSN (required)	Birthdate	Daytime Phone #	Alt Phone #
Student Signature (required to release transcript)			
Please check all schools attended: (include approximate years of attendance) *Continuing Education transcripts call 651.779.3341			
Century College	Years of attendance:		
Lakewood College	Years of attendance:		
Northeast Metro Technical College 916 (before 1996)	Years of attendance:	Major:	
High school or PSEO	Years of attendance:		
TRANSCRIPT PROCESSING			FAX: 651.773.1708
Transcripts may be requested by fax, mail or in person. Faxed requests must be paid by credit card. FAX RECEIVED IN LOCKED AREA			
FEES: \$5.00. Transcript will be postmarked or available for pick-up within 3 business days. Add \$5.00 for RUSH service; transcript will be postmarked (REGULAR U.S. MAIL) within 24 hours or will be available for pickup within 1 hour. PLEASE NOTE: Rush service not available for Northeast Metro Technical College 916. *Delivery time by U.S. mail is NOT included in processing time. Please plan accordingly.			
Mail	Quantity	Transcript will be mailed (REGULAR U.S. MAIL) in 3 business days upon receipt of request. Please allow 3 business days to confirm receipt of transcript request.	
Pickup	Quantity	Transcripts held for pick-up must be claimed within 60 days	
SEND TRANSCRIPT TO: Transcripts will not be FAXED or EMAILED			
Incomplete forms, no payment, or changes in the original request may cause delay. Transcripts not issued if student has balance or hold on their account.			
Institution or Name of Third Party:			
Street Address, City, State, Zip Code			
Check only one that MAY apply: _____ Hold for grades _____ Hold for degree		Check only if applicable: _____ Hold for grade changes	
CREDIT CARD PAYMENT INFORMATION			
Cardholder's Name:			
Cardholder's Address:			
Card number:	Expiration Date:	CVV (on back of card)	
Cardholders Signature:	Date:	Rush: YES NO	Total Amount Paid: