



Turtle Mountain Community College

P.O. Box 340 Belcourt, North Dakota 58316

Phone: (701) 477-7862

OFFICE OF THE REGISTRAR & ADMISSIONS

TRANSCRIPT REQUEST

Transcript requests must be submitted in writing. Either a completed "transcript release" form or a letter bearing the student's signature and social security number can be used. According to Federal Law telephone requests cannot be honored or requests by relatives or friends of a student. A request for a transcript of credits by a student who is in debt to Turtle Mountain Community College will not be honored until the debt is paid. Each transcript includes the student's entire academic status. Turtle Mountain Community College does NOT fax official transcripts. An official copy of a transcript is NEVER released directly to the student. A student who desires transcripts of course work earned elsewhere must order official transcripts from the institution at which the course was taken. Turtle Mountain Community College does not issue or certify copies of transcripts from other institutions.

A \$2.00 fee is assessed for transcripts. This fee must be paid at the business office before any transcript request will be processed. Transcripts are processed on Wednesday and Friday of each week. Updated transcripts will not be available for at least two weeks after grades are submitted to Student Services. **INCOMPLETE FORMS MAY DELAY PROCESS!**

Date of Request: _____

Date of Birth: _____ Social Security #: _____

Name (First, Middle, Last): _____

Maiden Name: _____ Telephone Number: _____

Mailing Address: _____

**Signature (required): _____

Are you currently enrolled at TMCC? ___ Yes ___ No

If No, Term of most recent Registration: ___ Fall ___ Spring ___ Summer

SPECIFIC DIRECTIONS:

___ Send Immediately

___ Pick Up (unofficial ONLY)

___ Hold until current term grades: ___ Fall ___ Spring ___ Summer

___ Number of copies to address below:

SEND _____
TRANSCRIPT _____
TO: _____

FOR OFFICE USE ONLY

Receipt Number: _____

B.O. Initial: _____

Date Sent: _____

S.S. Initial: _____