



# 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: \_\_\_\_\_  
\_\_\_\_\_