

# Unofficial Transcript Request

Office of Records and Registration  
1540 Northway Drive  
St. Cloud, MN 56303  
Phone 320 308-5075 FAX: 320 308-5909  
[registration@sctcc.edu](mailto:registration@sctcc.edu)



A member of Minnesota State



If you need an official SCTCC transcript sent to a Minnesota State College or University, that institution may be able to obtain your SCTCC transcript free of charge. Please contact that institution directly for further information. The list of these institutions can be obtained at the Office of Records and Registration.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Student ID # or SSN# \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Check one:    Currently Enrolled    Graduate    Withdrawal

**Print** name & address or email of where you wish transcript sent:

Date/Year of attendance: \_\_\_\_\_

\_\_\_\_\_

Program you were in: \_\_\_\_\_

\_\_\_\_\_

Maiden name if applicable: \_\_\_\_\_

\_\_\_\_\_

☐ Send after grades are posted    ☐ Send after degree is posted

**Student Signature and Date: (required)**

If an OFFICIAL transcript is required exit this form and submit an Official Transcript request

Print, complete, and sign this form – physical, not typed – scan it to fax it to Registration at 320-308-5909 or email it to [Registration@sctcc.edu](mailto:Registration@sctcc.edu)

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Office use only    Rec'd \_\_\_\_\_    Sent \_\_\_\_\_    Process by \_\_\_\_\_