

Non-MnSCU Transcript Request Form

Revised: 3/2010



Pine Technical College

Pine Technical College Official Transcripts

Pine Technical College will release a student's permanent academic record (transcript) with the student's signed request.

- Official Pine Technical College transcripts are \$5 per copy and \$8 for *Rush Delivery* per copy.
- Write a check or money order payable to Pine Technical College. **DO NOT MAIL CASH.**
- Payment by credit card is available at the Business Office. **CREDIT CARDS NOT ACCEPTED BY PHONE.**
- A separate Transcript Request Form is required for each mailing address; missing information will delay processing.
- The student's handwritten signature is required to release/mail the transcript.
- Transcripts will not be issued without a signature.
- Transcripts will not be issued if a student has a *Hold* or financial obligations to Pine Technical College.

Pine Technical College Official Transcript Request

Name (First, Middle Initial, Last): _____

Former Names Used: _____

Street Address: _____

City, State, ZIP Code: _____

Student ID Number ("Tech ID"): _____ Soc. Security Number: _____

Day Phone Number: _____ Evening Phone Number: _____

Approximate Dates of Enrollment (MM/YY to MM/YY): _____

Program of Enrollment: _____

Are you currently enrolled at Pine Technical College? YES _____ NO _____

I give permission to Pine Technical College to mail my official transcript to the name and address indicated below.

Student Signature: _____ Date (MM/DD/YYYY): _____

Mailing the Official Transcript

Please print clearly; this portion of this Transcript Request Form will be used as the mailing label for your Official Transcript. Include the name and complete mailing address of the location/destination for your Official Transcript. Providing a correct address is your responsibility.


Name of Organization: _____

Attention: _____

Street Address: _____

City, State, ZIP: _____

Questions? Contact us!

 800.521.7463/
320.629.5100

 www.pinetech.edu

 900 Fourth Street SE
Pine City, MN 55063



A MEMBER OF THE
MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM

This document is available in alternative formats to individuals with disabilities by calling 800.521.7463 or (TTY) 320.629.1030. Pine Technical College is an affirmative action, equal opportunity employer and educator.