NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

E-Transcript Retrieval Form
For Students who have attended other MN State Colleges & Universities

Submit this form by mail or fax to:
Forms may also be dropped off at an appropriate Student Services Area

East Grand Forks Students:
NCTC –Admissions
2022 Central Ave NE
East Grand Forks, MN 56721
Fax: 218.793.2857

Thief River Falls Students:
NCTC – Admissions
1101 Highway One East
Thief River Falls, MN 56701
Fax: 218.683.8980

Please print clearly in ink.

Star ID/Student ID:_____ Date:_____

Student Name:_____

Email Address:_____ Phone:_____

If you have attended or are currently attending a Minnesota State College and University (MnSCU) institution, NCTC may be able to retrieve your transcripts electronically.

Effective November 5, 2009, we will attempt to retrieve eTranscripts from all other MnSCU institutions that you have attended at the point of your application to NCTC. If information on your transcript has changed since our initial review and you would like us to retrieve an updated eTranscript, you must complete this form and submit it to NCTC Student Services.

Indicate the reason for the transcript retrieval request (check all that apply):
__ I applied to NCTC before November 5, 2009, or my e-transcript was not automatically retrieved.
__ Previously incomplete or in progress grades have now been posted by my other college.
__ A hold or duplicate record at my other college has been resolved.

Identify the MnSCU college(s) for which you are requesting an eTranscript retrieval:
_____
_____

For a list of all MnSCU System Colleges and Universities see: http://www.mnscu.edu/campuses/index.html

NCTC eTranscript Retrieval Information:
- If we are unable to retrieve your eTranscript due to a hold or discrepancy at another MnSCU institution, we will attempt to notify you of this. You are responsible to resolve the issue at the other institution. You must submit a new request once the issue is resolved.
- You must submit a new request if additional courses in progress at another institution are completed in order to update your transfer credits.
- NCTC will pull all available eTranscripts regardless if it is marked above if we have not previously received that transcript.
- To send your NCTC transcript to another MnSCU institution, please contact the other institution and follow their procedures to retrieve your NCTC transcript.

FOR OFFICE USE ONLY	Received by:_____
Date:_____	eTranscript not available:_____
	Notification sent via:_____

Northland Community and Technical College is a proud member of the Minnesota State Colleges and Universities system and is an Equal Opportunity employer and educator.