

Transcript Request Form



Pine Technical College

Revised: 11/2011

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. Exemption: If all credits were earned/all coursework at PTC was prior to Jan. 1999, there is no charge; however, this form must still be completed for the transcript request to be processed. Also, if all credits were earned/all coursework at PTC was prior to Jan. 1999, allow PTC ten (10) business days to process the archived record.
- 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.

MnSCU Institutions and "E Transcript"

The Minnesota State Colleges and Universities (MnSCU) system uses *E-Transcript*, designed for students transferring within the MnSCU system. Official transcripts are shared, at no cost to the student, among MnSCU institutions, provided the student does not have any holds, such as a balance owed. For a list of MnSCU institutions, see second page/other side.

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"): _____ Social Security Number: _____

Day Phone Number: _____ Evening Phone Number: _____

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

Were all your credits earned at PTC prior to/take place before Jan., 1999? YES NO

(If "YES," you are exempt from the \$5 Transcript Request Fee.)

Are you currently enrolled at Pine Technical College? YES NO

Major Program of Enrollment: _____

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: _____

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MnSCU Institutions

Two-Year MnSCU institutions

Alexandria Technical College
Anoka-Ramsey Community College
Anoka Technical College
Central Lakes College
Century College
Dakota County Technical College
Fond du Lac Tribal and Community College
Hennepin Technical College
Inver Hills Community College
Lake Superior College
Minneapolis Community and Technical College
Minnesota State Community and Technical College
Minnesota West Community and Technical College
Normandale Community College
North Hennepin Community College
(NE) Hibbing Community College
(NE) Itasca Community College
(NE) Mesabi Range Community and Technical College
(NE) Rainy River Community College
(NE) Vermillion Community College
Northland Community and Technical College
Northwest Technical College
Pine Technical College
Ridgewater College
Riverland Community College
Rochester Community and Technical College
Saint Paul College
St. Cloud Technical and Community College
South Central College

MnSCU universities

Bemidji State University
Metropolitan State University
Minnesota State University, Mankato
Minnesota State University, Moorhead
Southwest Minnesota State University
St. Cloud State University
Winona State University

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