

Normandale community college

Transcript Request Form

Student's Information: Please print all portions of this form clearly.

Last Name First Name MI (Former Name)

SSN or Student ID Number Birth Date

Telephone: Day _____ Evening _____

E-Mail Address: _____

Mailing Address: If this address does not match the address we have in our records, should we change it to this address? Yes No

Street Address or P.O. Box/Rural Route

City State Zip Code

Recipient's Information: Please send my transcript to: Same as above

Recipient's Name

Street Address, P.O. Box/Rural Route

City State Zip Code

Please check only ONE of the following:

- Mail my transcript as soon as possible (\$8.00 per transcript; allow 3 business days)
- Rush Service (\$15.00 per transcript; **sent by regular, US mail—NOT priority or rush mail**—within one business day of the date the request was received, or available for immediate pick-up during Business Office hours)
- I will pick up on _____ (allow three business days)
- Mail after _____ semester grades are posted
- Mail after degree is recorded _____ semester
- Mail after MnTC is recorded _____ semester

Signature and Date: I authorize Normandale Community College to release my transcript and, if it is my selected payment method, to charge the fee to my credit card.

Signature

Today's Date

Note: Your request must be signed and dated in order for your transcript to be sent.

For Office Use Only:

Rec'd/Acct: _____ Payment Processed by: _____

Reg Service: _____ # Rush: _____ Rec'd/Rec: _____ Sent: _____

Submit your request to the Business Office:

In person: Business Office, C1087 (College Services Building)
8:00 am to 5:00 pm Monday - Thursday
8:00 am to 4:30 pm Friday

Rush Service (not priority/rush mail): During office hours, you may obtain your transcript at the time of your visit. Requests received in our drop box during closed hours will be processed the following business day and **sent via regular, US mail (not priority or rush mail)**.

By mail: Normandale Community College
Business Office: Transcript Requests
9700 France Avenue South
Bloomington, MN 55431

Rush Service (not priority/rush mail): Processed within one business day of the date the request was received and **sent via regular, US mail (not priority or rush mail)**.

By fax: Fax your request to the Business Office at (952) 487-8235. To use this option, you must pay by credit card.

Rush Service (not priority/rush mail): Processed within one business day of the date the request was received and **sent via regular, US mail (NOT priority or rush mail)**.

Transcript Service Charge

Regular Service: **\$8.00** per transcript. Unless requested to be held for end of term grades or the degree award, transcripts will be sent via US mail within three business days of the date the request was received.

Rush Service: **\$15.00** per transcript. Students who request their transcript (**not rush mail**) in person during Business Office hours may take their transcript with them at the time of their request. All other requests for rush service will be processed within one business day of the date the request was received and **sent via regular, US mail (NOT priority or rush mail)**.

Select Payment Method:

- Cash (in-person requests only)
- Check
- Credit Card (Visa, MasterCard, Discover or Debit Card)

Credit or Debit Card # _____

Expiration Date: _____ (month) / _____ (year)

Note: Transcripts will not be sent if the student has a past due account or other hold, such as an overdue library book or unpaid parking ticket.