



UNITED TRIBES
TECHNICAL COLLEGE

REGISTRAR'S OFFICE

3315 University Drive
Bismarck, North Dakota 58504
Phone: 701.221.1850
Fax: 701.530.0636 | registrar@uttc.edu

Transcript Request Form

Requested transcripts are prepared and sent out on Fridays

COSTS: Payment of \$2.00 per transcript processing fee is required prior to the release of all transcripts. **Transcripts will not be provided if you have a financial hold with the college.** Balances with the Students Accounts Office must be paid in full.

PAYMENT: The fee can be paid at the Finance Office in Building 9 or by phone. To pay by phone please call (701) 221-1423.

PRIVACY: Student records are confidential, and transcripts are issued only at the written request of the student. Telephone requests are not accepted.

TRANSCRIPTS FROM OTHER SCHOOLS: UTTC is unable to release transcripts received from other colleges or universities. Additional copies must be obtained directly from the issuing institution.

TRANSCRIPTS ISSUED TO STUDENT: A transcript is a complete copy of the student's academic record. Official transcripts bear the College seal and the signature of the Registrar. If a transcript is sent directly to a student, the words "Issued to Student" will appear on the transcript.

STUDENT INFORMATION

Name: _____ ID# _____

Address: _____

Phone: _____ DOB or SSN# _____

Maiden/Other Name: _____ Last Attended (year/term): _____

Type of Transcript:

Official Transcript Un-Official Transcript

Quantity: _____

Purpose of Request:

Employment Transferring
 Scholarship Other _____

MAIL TRANSCRIPT(S) TO:

1.

2.

X _____

STUDENT SIGNATURE

DATE

*This signature is **required** to authorize the release of your transcript to the listed parties on the right. Computer-generated signature are not valid.*

Return completed form with receipt of payment to:

Registrar's Office
United Tribes Technical College
3315 University Drive
Bismarck, ND 58504

REGISTRAR OFFICE:

Date Received _____
Student Accounts Hold: Yes No
Fee Paid _____ Receipt # _____
Date Sent _____

REVISED 06-2017 JJH-ACADEMIC AFFAIRS

Leadership begins here.