



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) 221-1425.

**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 \_\_\_\_\_