



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

Transcripts will not be issued if you have a hold with UTTC. Balances with the Student Accounts Office must be paid in full.

COST: Free

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.

Name: _____ Student 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 to:

Registrar's Office
United Tribes Technical College 3315
University Drive
Bismarck, ND 58504
Fax: 701.530.0636 | registrar@uttc.edu

REGISTRAR'S OFFICE:
Date Received: _____
Student Accounts Hold Yes No
Date Sent: _____