



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

Official transcripts will not be issued if you have a financial hold with the college. Balances with the Student Accounts Office must be paid in full.
For **all electronic** transcripts please visit the National Student Clearinghouse website (<https://tsorder.studentclearinghouse.org>).

COST: Free (unless requested through any 3rd party processing websites, at that point it is their fee for use of secured website)

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: _____ Date of Birth: _____ Last 4 digits SSN#: _____

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

Type of Transcript:

Official Transcript Unofficial 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 signatures are not valid.*

Return this completed form to:

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

REGISTRAR'S OFFICE:

Date Received _____
Student Accounts Hold: Yes No
Date Sent _____