

# Request for Transcript of Academic Record



Submit this form to any campus Enrollment Services Office along with presentation of a college identification card or government-issued photo identification card. Allow five business days for processing (or longer for student records older than ten years, during peak periods, or during college closures). **Submit a \$5.00 payment per requested transcript to a campus Business Office. Proof of payment must be presented when picking up the transcript.** [NOTE: Some third parties such as colleges/universities and employers DO NOT CONSIDER transcripts picked up by the student (or former student) as official.]

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle/Maiden

Former Name(s): \_\_\_\_\_

SIS ID: \_\_\_\_\_ Social Security Number:\* \_\_\_\_\_

Birthdate (dd/mm/yy) \_\_\_\_\_

*\*Social Security Number not required, but highly recommended for students whose last attendance was 2003 or earlier so that the record can be located more efficiently.*

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Currently Enrolled?  Yes  No Dates of TCC Attendance: \_\_\_\_\_

Student Signature (REQUIRED): \_\_\_\_\_

**Please submit your request in person to a campus Enrollment Services Office. Enrollment Services contact information is online at [tcc.edu/students/enrollment/](http://tcc.edu/students/enrollment/).**

OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_ Validation Code: \_\_\_\_\_