



Request for Transcripts

- **NTC does not fax transcripts, either official or unofficial**
- **There is no need to request a transcript for any MnSCU institution. Those transcripts are now pulled electronically by that campus.**

PLEASE NOTE: *If you attended the Moorhead, Detroit Lakes or Wadena campus, you must request your transcripts through Minnesota State Community & Technical College www.minnesota.edu If you attended the East Grand Forks campus, you must request your transcripts from Northland Community & Technical College at www.northlandcollege.edu*

_____ Official Transcript
(# of copies)

_____ Unofficial Transcript
(# of copies)

Please provide the requested contact information to facilitate processing:

First Name: _____

Last Name: _____

Signature: _____

*Student tech ID or SS#: _____ Date: _____

Name when attending (if different from above): _____

Street Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Home Phone: _____

Work Phone: _____

E-mail: _____

Program Attended: _____

Did you graduate?: _____ yes _____ no

Year(s) Attended NTC: _____

Please provide complete information where transcripts are to be sent:

Institution/Organization _____

Attention/Department _____

Address _____

City, State, Zip _____

Official requests require a signature—please mail this request to:

Records Office - Transcript Request
Northwest Technical College
905 Grant Avenue SE
Bemidji, MN 56601

* Note: The College is asking you to provide information that includes private information under the Minnesota Government Practices Act (MGDPA). The College is requesting this information to be able to correctly identify your records. You are not legally required to provide the information the College is requesting and may refuse to provide it; however, the College may then not be able to provide you with the correct transcript. Only the Registrar (or designee) will receive and use this completed form

For office use only: Date transcript was sent: _____ Sender's signature: _____

Where transcript was mailed: _____ Transcript addressed to: _____