



**OFFICIAL TRANSCRIPT REQUEST FORM**  
**Montana State University – Great Falls College of Technology**  
 2100 16<sup>th</sup> Avenue South, Great Falls, Montana 59405-4909  
 406.268.3700 or 800.446.2698 or FAX: 406.771.4329

I would like my transcript:  Sent Now Approximate Date  
 Held for current semester grades Attended: \_\_\_\_\_  
 Held for degree to be posted

**SEND TO:**

**IF MAILING: STUDENT IS RESPONSIBLE FOR COMPLETE & LEGIBLE ADDRESS IN SEND TO BOX FOR INSERTION INTO MAILING ENVELOPE.**

**IN ACCORDANCE WITH FEDERAL LAW, RECORDS CANNOT BE RELEASED WITHOUT THE WRITTEN CONSENT OF THE STUDENT.**

**Social Security No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Previous Names:** \_\_\_\_\_

\*By signing, the student acknowledges to reading the form in its entirety & understands what is required to fulfill this request.

**IMPORTANT INFORMATION**

- ✓ A separate request form is required for each transcript to be sent.
- ✓ The first request for an official transcript will be processed without a fee; thereafter each transcript is \$3.00.
- ✓ Transcripts of credit earned at other institutions are not redistributed by MSUCOT.
- ✓ Transcripts are not released if a student has an unpaid financial obligation to any MSU campus. Contact the appropriate institution’s Business Office for account details. MSUCOT: (406) 771-4315.
- ✓ Students attending after 1987 can access an unofficial transcript through Banner-Web.

***\*Incomplete or Unsigned Forms will not be processed\****  
***\*Requests will be processed within 3-5 working days of receipt\****

**FOR OFFICE USE ONLY**

<b>AMOUNT DUE:</b>	\$	Cash <input type="checkbox"/>	<b>DATE TRANSCRIPT PROCESSED:</b>
		Check <input type="checkbox"/>	
<b>AMOUNT PAID:</b>	\$	Credit Card <input type="checkbox"/>	<b>BY:</b>
<b>DATE/RECEIVED BY:</b>			