

Section IV: Policy

Official Transcript Requests

To request an official transcript, the requester must submit the Transcript Request Form to the Registrar's Office. All transcript requests must include the student's name, date of birth or social security number, the address where the transcript will be sent, and the signature of the person (student) requesting the transcript. A request form is available on the UTTC website under the Academics tab. Transcripts will not be issued as a result of telephone requests.

There is no charge for copies of the official transcript. Transcripts will be processed and mailed within two business days of receiving the request.

Transcript requests will not be processed if the requester has an outstanding amount due to the college.