

Section IV: Policy

Official Transcript Requests

The requester will submit the Transcript Request Form to the Registrar's Office when requesting an official transcript. All transcript requests must include the student's name, date of birth or social security number, the address to send the transcript, 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 through any other means of request.

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 bill to the college.