



54 COLLEGE DRIVE • MARION, NC 28752 • 828.652.6021 • FAX 828.659.0430 • admissions@go.mcdowelltech.edu

# MTCC TRANSCRIPT REQUEST

CURRICULUM

CONTINUING EDUCATION

Today's Date: \_\_\_\_\_ Number of Official Copies: \_\_\_\_\_ Number of Unofficial Copies: \_\_\_\_\_

Student ID #/ Social: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Maiden or other Name : \_\_\_\_\_ Contact Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Currently Enrolled ? Yes  No

If Yes, do you want this transcript held until grades complete ? Yes  No

Are you Graduating this Semester ? Yes  No  If Yes, do you want this Transcript held until degree posted ? Yes  No

Mail to: \_\_\_\_\_

Name

Street

City

State

Zip

Mail to: \_\_\_\_\_

Name

Street

City

State

Zip

Student's Signature (Required): \_\_\_\_\_

**Payment to mail this request: Send Check or Money Order for \$3.00 per Official Transcript to:**

All Checks MUST Contain Physical Address, Phone Number, And Drivers License Number

**MTCC Admissions Office / Transcript Processing**

**54 College Drive Marion, NC 28752**

**For Questions call 828.652.0696**

Or Fax this completed form to (828) 659-0430 Amount (\$3.00 per Official Transcript): \_\_\_\_\_

Credit Card Information: Card Type (Circle One):  Visa  MasterCard

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code (On Back of Card): \_\_\_\_\_