



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

# MTCC TRANSCRIPT REQUEST

CURRICULUM

CONTINUING EDUCATION

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

Student ID #: \_\_\_\_\_ 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

### Delivery Options:

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

Street City State Zip

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

Street City State Zip

Email to: \_\_\_\_\_  
( Note: This will be an unofficial copy as MTCC is unable to send official transcripts via email)

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

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

**Payment to mail this request: Send Check or Money Order for \$5.00 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

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