

### PLEASE READ CAREFULLY

- To obtain a transcript, please complete this form and return with a check or money order made payable to Tri-County Technical College to Student Records, 190 Miller Hall, or mail to:
  - Tri-County Technical College  
Attn: Student Records  
PO Box 587  
Pendleton, SC 29670
- Transcripts will NOT be furnished for any student or alumnus whose financial obligations to the College are not satisfied.
- No transcripts will be released to anyone except the student unless appropriately requested in writing by the student. Picture identification is required for all transcripts being picked up. If you have given written permission for another individual to pick up your transcript, that individual must provide picture identification.
- Transcripts will generally be available for pick-up from 11:30 a.m. – 2:00 p.m. Transcripts not picked up by 2:00 p.m. will be mailed to the address listed on this form.
- Request received Monday – Thursday before 4 p.m. will be available the next business day for pick-up. Request received on Friday before 1:00 pm will be available the next business day for pick-up. Transcripts requested after the times listed above will be processed within two business days.
- We do not issue or reproduce transcripts from other institutions. Requests for transcripts of work taken at other institutions must be directed to the institution concerned.
- Transcripts are \$5 each and must be paid for upon request. Unofficial transcripts are free when obtained through your eTC account. If you were enrolled prior to Summer 2002, you will need to complete this form, and pay the \$5.00 fee.
- Transcript requests are not accepted via telephone, fax, or email.
- TCTC does not fax transcripts.
- Electronic signatures are not accepted.

STUDENT SSN:

\_\_\_\_\_  
LAST NAME                      FIRST NAME                      MIDDLE NAME

NAME WHILE ENROLLED, IF DIFFERENT FROM ABOVE

\_\_\_\_\_  
LAST NAME                      FIRST NAME                      MIDDLE NAME

**CURRENT ADDRESS:**

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY                                      STATE                                      ZIP

\_\_\_\_\_  
PHONE NUMBER                      DATES ATTENDED

DID YOU ATTEND TCTC PRIOR TO SPRING 1985?  YES  NO

\_\_\_\_\_  
STUDENT'S SIGNATURE                      DATE

\_\_\_\_\_  
SIGNATURE WHEN PICKED UP                      DATE

**OFFICIAL USE ONLY**

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CASHIER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SOAHOLD \_\_\_\_\_ Initials \_\_\_\_\_ Batch \_\_\_\_\_ EDI \_\_\_\_\_  SHAPCMP

Date Mailed \_\_\_\_\_ Initials \_\_\_\_\_

**REQUEST 1**

MAIL NOW, DO NOT INCLUDE CURRENT SEMESTER GRADES       PICK UP (If current semester grades need to be included, check both pick-up and Hold for current semester grades)

HOLD FOR CURRENT SEMESTER GRADES

OFFICIAL       UNOFFICIAL      Number of copies \_\_\_\_\_

MAIL TRANSCRIPT TO: (Name & Address)

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**REQUEST 2**

MAIL NOW, DO NOT INCLUDE CURRENT SEMESTER GRADES       PICK UP (If current semester grades need to be included, check both pick-up and Hold for current semester grades)

HOLD FOR CURRENT SEMESTER GRADES

OFFICIAL       UNOFFICIAL      Number of copies \_\_\_\_\_

MAIL TRANSCRIPT TO: (Name & Address)

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