

# TRANSCRIPT REQUEST FORM

to have transcripts sent to McDowell Technical Community College.

**Student Instructions: PLEASE PRINT.** Students seeking a degree, diploma or certificate from MTCC are required to provide the MTCC Admission Office with official grade transcripts of high school or GED education, and all colleges attended. Please print the form, complete and send to each school. Some schools may charge a fee.

**To School Official of :**

\_\_\_\_\_  
(Name of high school/GED center or previous college)

**Please send an official copy of my transcript to:**

**ADMISSIONS  
ATTN: REGISTRAR  
MCDOWELL TECHNICAL COMMUNITY COLLEGE  
54 COLLEGE DRIVE  
MARION NC 28752**

The following information is provided to aid you in identifying my record:

Name \_\_\_\_\_  
First Middle Last Previous Name(s)

Address \_\_\_\_\_  
Street City State Zip

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date(s) of Attendance/Graduation \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Other Name(s) Used: \_\_\_\_\_

**My signature below authorizes the release of my student records to MTCC.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date