Transcript Request Form

Upon receipt of completed Request Form, a minimum of 1-2 business days is required to process the request. PEAK times may take longer. (Allow extra time for transit by mail)

Student Information:

Name: ________________________________
ID: ________________________________ Date: ________________________________
Previous Name: ________________________________
Birth Date: __________________________ Telephone: __________________________
Address: ________________________________

Dates of Attendance: ________________________________
Campus Attended: ______ MT Tech ______ COT/Vo-Tech

SIGNATURE

Signature is required before transcript is released. Transcripts are not released if a student has an unpaid debt to the University, including parking fines. Please call (406) 496-4250 to see if you have an outstanding balance with the college.

Number of Copies: __________
☐ Official - (on security paper) $10.00
☐ Needed at Completion of Semester
☐ Unofficial - (on white paper) $3.00
☐ Overnight – Additional Charge**
☐ Faxed - $13.00

Payment needs to be made to the Business Office prior to the request being processed. Contact the Business Office at 496-4250 for payment and record the receipt number here.

Business Office Receipt # ________________________________

Office Use: Processed by: ______________ Date: ______________

Send To:

Name: ________________________________
Company Name: ________________________________
Address: ____________________________________________
City, State, Zip: ______________________________________
Fax Number: ________________________________________

Number of Copies: __________
☐ Official - (on security paper) $10.00
☐ Needed at Completion of Semester
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Business Office Receipt # ________________________________

Office Use: Processed by: ______________ Date: ______________

*Addresses are required for all requests being mailed out. Incomplete forms will not be processed and a new request, including charges, will have to be placed.

** Call the Enrollment Services Office at 496-4256 to arrange payment for overnight shipments.