

# OZARKS TECHNICAL COMMUNITY COLLEGE

## Reverse Transfer Graduation Application Office of the Registrar

Name: \_\_\_\_\_  
Last First MI

Social Security #: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

E-mail Address: \_\_\_\_\_

Potential OTC degree or certificate: \_\_\_\_\_

For a list of OTC degrees and certificates visit <http://www.otc.edu/programs/all-degrees-certificates.php>.

### Items completed by student:

1. Send your official transcript to OTC by mail or fax. (See address & fax number below.)
2. Submit the Reverse Transfer Graduation Application to OTC.
  - E-mail: Scan and e-mail to [registrar@otc.edu](mailto:registrar@otc.edu).
  - Fax: 417-447-6925
  - Mail:
    - Ozarks Technical Community College
    - ATTN: Records & Registration
    - 1001 E. Chestnut Expressway, Springfield, MO 65802
  - In-person: Any OTC Student Services Location.

### Items completed by OTC:

1. Evaluate student's classes for reverse transfer toward a degree, 43-hour block, or certificate at OTC.
2. Notify student of evaluation results and mail a revised OTC transcript including any new degree, 43-hour block, or certificate posting.
3. Notify the transfer college of the student's degree, 43-hour block, or certificate posting in the form of an official OTC transcript.

I agree to allow OTC to review my academic transcript and post any degree, 43-hour block, or certificate for which I qualify. The transfer college will be notified of any updates in the form of an official OTC transcript.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Student Signature Date

<b>For Office Use Only:</b> Processed by and date