

# OZARKS TECHNICAL COMMUNITY COLLEGE

## Official Transcript Request Form

### Office of the Registrar

NOTE: Transcript requests will be processed within 1-2 business days. Transcripts will not be released if there is a financial hold on the student's account. Student's will have 30 calendar days to resolve the hold before the request expires and a new form will need to be submitted. If you have questions, please email: transcriptrequest@otc.edu

Full Legal Name While Attending OTC

Date of Birth

Student ID or Social Security Number

Current Email Address

Current Phone Number

#### SELECT ONE OF THE FOLLOWING OPTIONS

- Mail now to the following address or addresses provided below
- I will pick up\* \_\_\_\_\_ copies at the Springfield Campus after 3:00 pm tomorrow

#### COMPLETE NAME AND ADDRESS OF WHERE TRANSCRIPT IS TO BE MAILED

Recipient Name: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Other Instructions: \_\_\_\_\_

Other Instructions: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

- **Students needing Continuing Education/Workforce Development, Gibson Tech, or Graff Vo-Tech transcripts should note this in the 'Other Instructions'**
- Students needing a specific form to be sent with their official transcript should provide the form with the transcript request and note in the 'Other Instructions' to include the form with the transcript.
- If you would like your transcript to reflect your final semester grades or conferred degree, please refer to the Student Academic Calendar at [calendar.otc.edu](http://calendar.otc.edu) for posting dates and wait to order your official transcript on or after the respective posting dates.
- Please note that the Registrar's office cannot write full Social Security numbers or other details on an official transcript.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\*Transcripts must be picked up in person by the student with a photo ID

OTC does not send official transcripts electronically. Students may order an electronic copy of their transcripts online through the National Student Clearinghouse.

OTC does not fax official transcripts.

OTC does not email, mail, or fax unofficial transcripts.

Received by/Date

Processed by/ Date