



Official Transcript Request-Online Form

A valid Photo ID is required for this request to be processed!

The name listed on your TCC record will appear on the transcript. Please complete a Student Information Change Form to update the name on file.

Student Information: **(Required)**

CWID: T or SSN DOB

Current Name Previous Name

Mailing Address

City State Zip Code Phone Number

Country

Check the box to update the mailing address on your record. (Employees must update address through Human Resources)

Check only one:

- I am currently enrolled in classes at TCC.
- I am NOT enrolled in classes at TCC.

Check only one:

- Send/Receive transcript immediately.
- Hold for the end of semester grades.
- Hold for Degree Notation.

Check only one per request:

Please mail copies of my transcripts to my mailing address.

Number of copies:

Please mail copies of my transcript to the name and address below:

Mail To:

Address

Address

City State Zip Code

Country

Third Party Authorization- If you need to have a third party pick up a transcript on your behalf, complete this form and print it out. The third party will need to present to Enrollment Services on any campus with the transcript request, copy of the student's Photo ID, and a photo ID for the third party. **Do not mail or e-mail this request!**

Please allow the following person to pick up sealed copies of my transcript.

Signature: _____ **Date:** _____

Return completed form with a Valid Photo ID by mail, e-mail, or in person to any Enrollment Services Office

E-Mail: Transcripts@tulsacc.edu

Mailing Address: Student Records and Completion Services, Tulsa Community College, 909 S. Boston Ave. Tulsa, OK 74119

OFFICE: Holds: Y or N Type: _____ Trans. Seq. # _____ Processed by: _____ Date: _____

Transcript Instructions:

TRANSCRIPT REQUEST INFORMATION

1. There is no charge for TCC Transcripts.
2. Transcripts may be received in person, mailed to the student's address, or mailed to a third party.
3. A third party may not request or receive a student's transcript without written permission from the student. A legible copy of the student's Photo I.D. must be included with the request.
4. TCC does not fax or e-mail official transcripts.

INSTRUCTIONS FOR COMPLETING TRANSCRIPT REQUEST FORM

1. Complete one transcript request form for each transcript request. (Being sent to different addresses)
2. Attach a legible copy of the student's TCC I.D. or valid Photo I.D. (Driver's License, Passport, Military I.D.)
3. Provide all information requested on the Transcript Request form.
4. The U.S. Postal Service requires a complete address for delivery.

Complete mailing address in detail containing the following information:

1. Complete name of person, company, or university
2. Specific person or office that the transcript should be directed to (Attention:)
3. Street Address, City, State, and Zip Code
4. Transcript requests **MUST** be signed and dated by student. (Digital signatures are not accepted)