



# STUDENT TRANSCRIPT REQUEST

Hennepin Technical College™

Please order official HTC transcripts online via Parchment. Only use this form if you are unable to complete the request online.

Provide as much information as possible about your enrollment at Hennepin Technical College. Please print.

Student Tech ID / StarID / or Last 4 of SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last Name First Name Middle Name

Check here if this is a new address. (HTC will update the permanent address on your student record.)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All transcript requests must be signed and dated by the student.

Please check all categories that apply:

- Did you attend during the day or in the evening?  Day  Evening
- Were your courses:  Credit Based Courses  Hour Based Courses/CEU
- Did you attend as a:  College Student  ISD 287 High School Student  PSEO High School Student
- Approximate dates of attendance: \_\_\_\_\_  I am currently enrolled at HTC
- Which campus(es) did you attend?  Brooklyn Park  Eden Prairie  Other: \_\_\_\_\_
- Please list the program/major/courses you were registered for: \_\_\_\_\_
- Please list ALL previous names your records might be stored under: \_\_\_\_\_

Please mail my transcript to:  Myself (see above)  Person named below  Mail after current semester grades post

Name: \_\_\_\_\_ Attention: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mail official transcript requests to: Hennepin Technical College, Attention: Student Records, 13100 College View Drive, Eden Prairie, MN 55347 or Fax to: (952) 995-1397

## PAYMENT INFORMATION

Hennepin Technical College charges \$10 for each Official Transcript.

(Students may retrieve their Academic Record/Unofficial Transcripts online when logged in to eServices. Contact [Transcripts@hennepintech.edu](mailto:Transcripts@hennepintech.edu))

Number of official transcripts you are requesting: \_\_\_\_\_ x \$10 transcript fee = \$ \_\_\_\_\_

Payment Method: PLEASE DO NOT SEND CASH  Check #: \_\_\_\_\_

If you are paying the transcript fee with a credit card, please complete the information below:

Visa  Mastercard  Discover Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Month/Year

Cardholder's Signature: \_\_\_\_\_

All credit card payments require a credit card number, expiration date, and cardholder's signature.

SF\_220425