



Hennepin Technical College™

STUDENT TRANSCRIPT REQUEST

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

Student Tech ID or Social Security Number: _____ Birthdate: _____

Student Name: _____
Last Name First Name Middle Name

Check here if this is a new address.

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number (include area code): _____

Student Signature: _____ Date: _____

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

Please check all categories that apply:

- 1. Did you attend during the day or in the evening? Day Evening
- 2. Were your courses: Credit Based Courses Hour Based Courses/CEU
- 3. Did you attend as a: College Student ISD 287 High School Student PSEO High School Student
- 4. Approximate dates of attendance: _____ Currently enrolled
- 5. Which campus(es) did you attend? Brooklyn Park Eden Prairie Other _____
- 6. Please list the program/major/courses you were registered for: _____
- 7. Please list ALL previous names your records might be stored under: _____

Please mail a copy of my academic transcript to: Same as above Mail after current semester grades post

Name: _____ Attention: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mail 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

One transcript per term is free of charge for currently registered students. Each additional transcript is \$5. If you are not registered in the current term, each transcript is \$5.

Number of transcripts you are requesting: _____ x \$5 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.