



ENROLLMENT VERIFICATION & STUDENT INFORMATION REQUEST

Hennepin Technical College™

IMPORTANT: Enrollment / Degree Verifications must be requested online through the National Student Clearinghouse. See our website for more details at hennepintech.edu/current-students/registration/verifications.html. If you wish to request other information from your student file, please specify your request below. Submit this signed and dated form to registrar@hennepintech.edu.

Tech ID or StarID: _____ Date of Birth: _____ Today's Date: _____

Student Name: _____
Last Name First Name Middle

Email Address: _____ Phone: _____

REQUEST FOR:

- Reorder a duplicate HTC diploma (\$12 fee + shipping)
- Letter of Enrollment Verification
- Other (explain your request and list specific information to be released below): _____

Unofficial Transcript - To be used for former students who are unable to retrieve their own unofficial transcript using eServices: Provide as much information as possible about your HTC enrollment. All transcript requests must be **signed & dated** by the student.

1. If you do not know your Student Tech ID# or StarID, provide the last 4 of your Social Security #: _____
2. List ALL POSSIBLE previous names on student records: _____
3. Approximate dates of attendance: _____ Program/Major: _____
4. Were your courses: Credit Based Hour Based/Continuing Ed PSEO or High School Student

Note: Students that attended prior to 1988 must order an official transcript online through Parchment
This form is not to be used to request official transcripts. Go to www.hennepintech.edu/transcript to order official transcripts online.

DELIVERY- Please check one:

- Email: UNOFFICIAL TRANSCRIPT ONLY - MoveIt Securely will be used to email unofficial transcripts to student's address above
- Email: Enrollment Verification Letter on letterhead – MoveIt Securely will be used to send via email. Please provide email address if different than email address listed above.
Recipient Email address: _____
- Mail item(s) to: _____
Name
Address: _____ City/State/Zip: _____

By signing this form, you are authorizing Hennepin Technical College to release the information specified above.

Student Signature: _____

For Office Use Only

Date Request Received: _____ Completed By: _____ Date: _____