Hennepin Technical College℠

ENROLLMENT VERIFICATION & STUDENT INFORMATION REQUEST

***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:* _____

Note: Information submitted on this form will be directed to the appropriate staff members to respond to your request and will become part of your academic record which is protected data. For Hennepin Tech's Privacy Policy, visit HennepinTech.edu.