Hennepin Technical College℠

eTRANSCRIPT RETRIEVAL FORM

for students who have attended other MN State Colleges and Universities

Submit this form to: Transfer@HennepinTech.edu
or mail to: *Hennepin Technical College, Transfer Center*
13100 College View Drive, Eden Prairie, MN 55347 or Fax to: (952) 995-1397

Please print clearly in ink.

Tech ID: _____ Date: _____

Student Name: _____
Last Name *First Name* *Middle Name*

Email Address: _____ Phone:

If you have attended or are currently attending a Minnesota State college or university (MN State), HTC will attempt to retrieve your official transcripts electronically and free of charge at the point of your application to HTC. (You do not need to submit this form when you apply.)

If information on your MN State transcript has changed since our initial review and you would like us to retrieve an updated eTranscript, you must complete this form and submit it to the HTC Transfer Center.

Indicate the reason for the transcript retrieval request (check all that apply):

☐ My eTranscript has not been previously retrieved for some unknown reason.

☐ Additional or previously in progress grades have now been posted by my other college.

☐ A hold or data discrepancy at my other college has been resolved.

List the MN State college(s) for which you are requesting an eTranscript retrieval:

*1. _____ *3. _____

*2. _____ *4. _____

For a list of all MN State System colleges and universities see: https://www.minnstate.edu/campusesprograms/index.html

HTC eTranscript Retrieval Information

- If we are unable to retrieve your eTranscript due to a hold or discrepancy at another MN State institution, you will be notified. You are responsible to resolve the issue at the other institution. You must submit a new request once the issue is resolved.
- You must submit a new request after the grades have been posted if additional courses at another MN State institution have been completed in order to update your transfer credits.
- HTC will pull all available eTranscripts regardless if it is marked above if we have not previously received that transcript.
- Do not use this form to send your HTC transcript to another MN State institution. Please contact the other institution and follow their procedures. See https://www.minnstate.edu/campusesprograms/index.html to locate contact information.

For Office Use Only

Form accepted by: _____ Completed by/Date: _____

	HTC OFFICE USE ONLY								OTHER MINNESOTA STATE INSTITUTION		
	eTranscript Retrieved		Contact		Core Data	Acad Susp	Fin Hold	Hold Rmvd	Fin Hold Resolved	Name of Authorized Personnel Verifying Payment In Full	Date
			EM	Ph							
*1.	☐ Yes	☐ No	☐	☐	☐	☐	☐	☐	☐		
*2.	☐ Yes	☐ No	☐	☐	☐	☐	☐	☐	☐		
*3.	☐ Yes	☐ No	☐	☐	☐	☐	☐	☐	☐		
*4.	☐ Yes	☐ No	☐	☐	☐	☐	☐	☐	☐		