Return to Records Office
1355 West Highway 10
Anoka, MN 55303
Fax: 763-576-7721
Email: Registrar@anokatech.edu
Phone: 763-576-7740
www.anokatech.edu

Transcript Request

Please print clearly. Transcript(s) will not be released for students with unpaid balance holds.

Name: _____

Student/StarID: _____ **Last 4 of SSN: xxx-xx-**_____

Maiden/Former Name(s): _____ Date of Birth: _____ Phone Number: _____

Address: _____ City/State/ZIP:_____

Program: _____ Approx. dates of Enrollment: _____ to _____
mo/yr **mo/yr**

Send Transcript to: (ex. Self, College name/Dept., etc.)

_____
_____
_____
_____
_____

I want Anoka Tech to:

- ☐ Mail after grades post
- ☐ Mail after graduation is noted on transcript
- ☐ Mail now to address on the left
- ☐ Hold for pickup

All transcript requests must be accompanied by payment of cash, credit card, or check.
Each transcript costs $7.50 and checks can be made payable to Anoka Technical College.

# of transcripts: _____ Cash:_____ Check #:_____ Credit Card:_____

Cardholder's Name: _____ ZIP _____

Visa/Mastercard Number: _____ Exp. _____

V-Code _____

The following applies to all transcript requests:

- **Transcripts will not be issued if students have an unpaid balance hold on their records.**
- **Transcripts are not faxed.**
- **Transcript orders are processed within three (3) business days.**

Student Signature _____ Date _____

Office Use Only
Processed in the Business Office _____/____/_____ *By* _____
Processed in the Records Office _____/____/_____ *By* _____
Mailed/Delivered _____/____/_____

A member of Minnesota State
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Disclaimer, Non-Discrimination Statement, Student Consumer Information such as graduation rates and median debt, can be found at www.anokatech.edu/AboutATC/Disclosures.aspx.
This document is available in alternative formats to individuals with disabilities by calling the Minnesota Relay Service at 7-1-1 or 1-800-627-3529.