



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. Transcripts will not be released to students with unpaid balance holds. Each transcript costs \$7.50 and must be accompanied by a cash, check, or credit card payment. Orders will be processed within 3 business days.

Name: _____ **Phone:** _____

Student/Star ID #: _____ **Last 4 of SSN:** _____ **Date of Birth:** _____

Maiden/Former Name(s): _____

Major Program: _____

Approximate dates of enrollment (MM/YYYY): _____ to _____

When should your transcript be issued?

- Immediately
- After grades are posted
- After graduation is noted

How would you like to receive your transcript(s)?

- Pick-up from Records Office (available 3 business days after submission of this form)
- Mail to the following address:

Recipient Name: _____

Address: _____ City, State Zip: _____

Number of transcripts: _____ @ \$7.50 each

Payment amount: _____

Payment method:

- Cash
- Check Number (payable to Anoka Technical College): _____
- Credit Card

Cardholder Name: _____ Zip: _____

Visa/Mastercard Number: _____ Expiration: _____ V-Code: _____

Student Signature: _____ **Date:** _____

Office Use Only

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

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