Official Transcript Request

TULSA COMMUNITY COLLEGE

A valid Photo ID is required for this request to be processed!

The name listed on your TCC record will appear on the transcript. Please complete a Student Information Change Form to update the name on file.

Student Information: (Required)

CWID: T [_____]   or SSN [_____]   DOB [_____]

Current Name [_____]   Previous Name [_____]

Mailing Address [_____]

City [_____]   State [___]   Zip Code [_____]   Phone Number [_____]

Country [_____]

☐ *Check the box to update the mailing address on your record.* (Employees must update address through Human Resources)

Check only one:

☐ I am currently enrolled in classes at TCC.

☐ I am NOT enrolled in classes at TCC.

Check only one:

☐ I will be picking up transcript in person.

☐ Hold for the end of semester grades.

☐ Hold for Degree Notation.

☐ Send Transcript immediately.

Check only one per request:

☐ I will be picking up copies of my transcript. (Bring completed form in person)

☐ Please mail copies of my transcripts to my mailing address.

☐ Please mail copies of my transcript to the name and address below:

Number of copies: [____]

Mail To: [_____]

Address: [_____]

Address: [_____]

City [_____]   State [___]   Zip Code [_____]

Country [_____]

Third Party Authorization: (Good for one use only!) **Required: Include a legible copy of the student's I.D.**

Please allow the following person to pick up sealed copies of my transcript. [_____]

Note: Third party must provide Enrollment Services with legible Photo I.D. to the campus where the request is submitted.

Signature: _____   **Date:** _____

Return completed form with a Valid Photo ID by mail, e-mail, or in person to any Enrollment Services Office
E-Mail: Transcripts@tulsacc.edu
Mailing Address: Student Records and Completion Services, Tulsa Community College, 909 S. Boston Ave. Tulsa, OK 74119

OFFICE: Holds: Y or N Type: _____ Trans. Seq. #_____ Processed by: _____ Date: _____

Transcript Instructions:

TRANSCRIPT REQUEST INFORMATION

1. There is no charge for TCC Transcripts.

2. Transcripts may be received in person, mailed to the student's address, or mailed to a third party.

3. A third party may not request or receive a student's transcript without written permission from the student. A legible copy of the student's Photo I.D. must be included with the request.

4. TCC does not fax or e-mail official transcripts.

INSTRUCTIONS FOR COMPLETING TRANSCRIPT REQUEST FORM

1. Complete one transcript request form for each transcript request. (Being sent to different addresses)

2. Attach a legible copy of the student's TCC I.D. or valid Photo I.D. (Driver's License, Passport, Military I.D.)

3. Provide all information requested on the Transcript Request form.

4. The U.S. Postal Service requires a complete address for delivery.

Complete mailing address in detail containing the following information:

1. Complete name of person, company, or university

2. Specific person or office that the transcript should be directed to (Attention:)

3. Street Address, City, State, and Zip Code

4. Transcript requests MUST be signed and dated by student. (Digital signatures are not accepted)