



OFFICIAL TRANSCRIPT REQUEST

- An official transcript will NOT be processed unless your account balance is in good standing.
- If the student account is not in good standing but needs an official transcript for employment/continued education and/or military purposes, the student can request that an official transcript be sent directly to the organization that is requiring the documentation.
- This request can be faxed or mailed to the address listed here ONLY if you have provided all the information requested in this document.
- Please allow 5-7 working days for receipt of your official transcripts.
- Official transcripts cannot be sent via fax or email.
- There is a \$5 processing fee for each official transcript copy requested. This must be paid prior to delivery of your official transcripts.
- Please see Student Catalog for full Student Transcript Policy.

MAIL TO:

Delta Technical College
Office of the Registrar
6530 Interstate Boulevard
Horn Lake, MS 38637

FAX TO:

(662) 393-9649

PERSONAL INFORMATION (TYPE your information below, then PRINT, SIGN, and SEND)

Last Name		First Name		Maiden Name (While Attending DTC)	
Address		City		State	Zip
Social Security Number*		Date of Birth (mm/dd/yy)		Phone#	
Program Attended				Graduation Date (mm/yy)	

Number of Copies Requested: (\$5 fee per copy) _____

PROCESSING INFORMATION: (Check one box only)

- Process now Process after grades have been posted
 Send after graduation

REGISTRAR USE ONLY

Account in good standing: _____

Processed Date: _____

Signature: _____

DELIVERY: (Check one box only)

- I will pick up my transcripts Requested Date(mm/dd/yy) _____
 Mail my transcripts to: _____

STUDENT AUTHORIZATION: (Transcripts will not be released without the students signature)

I hereby authorize the release of my DTC transcripts _____
 (Required student signature)

QUESTIONS? Call (662) 280-1443

**DTC requests the voluntary disclosure of your Social Security number on this form. If provided, DTC will use your Social Security number for verification of records.*