



Truckee Meadows Community College

Admissions and Records

For Office Use Only

T#: _____
Hold No: _____
Yes/Type: _____
Verified By: _____

TRANSCRIPT REQUEST

Initials: _____
Date: _____

Name: _____
Last First MI Former Name

TMCC ID#/SSN: _____
*Required (TMCC ID available on Web-Reg)

Transcript Processing Instructions

Select ONLY one option per form

- Send now (Must include address below)
Hold for pick up
Fax unofficial to:
Send after grades posted
Send after degree posted
Send after grade change for

Date of Birth: ____/____/____

Telephone: ____-____-____

E-mail Address: _____

Signature: _____

Date: ____/____/____

*Required

REQUESTS WITHOUT A SIGNATURE WILL NOT BE PROCESSED.

- FAXED TRANSCRIPTS ARE UNOFFICIAL.
All accounts with the college must be paid and FINANCIAL HOLDS REMOVED before transcripts can be released.
Transcripts that are sent or given to the student are marked 'Issued to Student' and some institutions will not accept these.
TMCC can only release your TMCC transcript. You must apply directly to each institution for your academic record at that school.
Allow three business days for processing; however, during peak periods, such as commencement, final grades, and first week of classes there may be some delays. Please plan accordingly.

Mail this completed form to 7000 Dandini Blvd., RDMT 319, Reno, NV 89512-3999 or Fax to 775-673-7028.

Number of copies: _____

Enter complete mailing address in the box below:

Please print clearly as this box will appear in a window envelope.

Only one address per box

Name
Address
City State Zip