

# ITASCA COMMUNITY COLLEGE

1851 E Hwy 169, Grand Rapids MN 55744/218-322-2320

## MnSCU Transcript Retrieval Request Form

Official Transcripts from other Minnesota State Colleges and Universities (MnSCU)

DATE: \_\_\_\_\_

Student ID: \_\_\_\_\_

NAME: \_\_\_\_\_

Please Print: Last Name First Name Middle Former Name

ADDRESS: \_\_\_\_\_

Street/Box City State Zip

PHONE: \_\_\_\_\_

Home Cell

E-MAIL: \_\_\_\_\_

Effective November 2009, if you have attended or are currently attending one or more MnSCU institutions, your official transcript(s) can be electronically retrieved by Itasca Community College at no charge.

Please retrieve my records from the following MnSCU Institutions: (please circle all that apply)

- |  |   |
|--|---|
| Alexandria Technical College               | MN State University Moorhead            |
| Anoka Ramsey Community College             | MN West Community & Technical College   |
| Anoka Technical College                    | Normandale Community College            |
| Bemidji State University                   | North Hennepin Community College        |
| Central Lakes College                      | Northland Community & Technical College |
| Century College                            | Northwest Technical College             |
| Dakota County Technical College            | Pine Technical College                  |
| Fond du Lac Tribal & Community College     | Rainy River Community College           |
| Hennepin Technical College                 | Ridgewater College                      |
| Hibbing Community College                  | Riverland Community College             |
| Inver Hills Community College              | Rochester Community & Technical College |
| Lake Superior College                      | St Cloud State University               |
| Mesabi Range Community & Technical College | St Cloud Technical College              |
| Metropolitan State University              | St Paul College                         |
| Minneapolis Community & Technical College  | South Central College                   |
| MN State College Southeast Technical       | Southwest Minnesota State University    |
| MN State Community & Technical College     | Vermilion Community College             |
| MN State University Mankato                | Winona State University                 |

I understand that failure to provide official transcripts will result in the delay of financial aid disbursement or the denial of aid.

### STUDENT SIGNATURE

(required): \_\_\_\_\_

Due to the Family Rights & Privacy Act of 1974, student signature is required for release of transcript

**Important:** ICC and other MnSCU institutions will not be able to electronically retrieve your MnSCU transcript(s) if you have holds on your records (including but not limited to unpaid balances). It is your responsibility to ensure that your records are free of holds in order for ICC to electronically retrieve your transcript(s). **You must notify the ICC Records Office at [transfer.records@itascacc.edu](mailto:transfer.records@itascacc.edu)** when your transcripts have been cleared for retrieval.

**Note:** You must notify ICC Records Office by e-mail at [transfer.records@itascacc.edu](mailto:transfer.records@itascacc.edu) when your courses currently in progress have been completed, in order for Itasca to update your transfer credits on your academic record.

**\*If you want your ICC transcript sent to another MnSCU institution, please contact the other institution for their e-transcript retrieval procedure.**