

Request for Transcript

Instructions:

- It is the applicant's responsibility to have official transcripts sent to Northeast State. Your admissions file cannot be completed until all transcripts have been received.
- A completed request form should be mailed to each high school, college, and/or GED institution attended.
- Please note: some schools charge a processing fee for transcripts. It is the student's responsibility to ensure that this fee is paid.

To the Registrar/Principal of:

Date: _____

School Name

Street Address

City, State, Zip

I am requesting:

- High School Transcript
- GED Scores
- College Transcript

I have applied for admission to Northeast State Technical Community College. Please mail an official copy of my transcript record to:

Office of Admissions and Records
Northeast State Technical Community College
2425 Highway 75 • P.O. Box 246
Blountville, Tennessee 37617-0246

My admission is being delayed until these transcripts are received.

My last attendance in your school was: _____
Term and Year

My Social Security Number is: _____

My date of birth is: _____
Month, Day, Year

Please make sure that my date of graduation and, if applicable, type of diploma are clearly marked on the transcript.

Printed Name: _____
Last Name First Name Middle Name Maiden Name

Street Address: _____

City, State, Zip: _____

Telephone: (_____) _____

Signature: _____

NOTE: If you have sent my transcript to Northeast State in the past three weeks, please disregard this notice.