



**GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY**

OFFICIAL TRANSCRIPT REQUEST FORM

2100 16th Avenue South
Great Falls, MT 59405
(406) 771-4300 • (800) 446-2698
Fax: (406) 771-4329
www.gfcmsu.edu

SEND TO:

I would like my transcript:

- Sent Now
- Rush (additional \$10.00 fee) – One business day
- Held for current semester grades
- Held for degree to be posted

IF MAILING: **STUDENT IS RESPONSIBLE FOR COMPLETE & LEGIBLE ADDRESS IN SEND TO BOX** FOR INSERTION INTO MAILING ENVELOPE.

IN ACCORDANCE WITH FEDERAL LAW, RECORDS CANNOT BE RELEASED WITHOUT THE WRITTEN CONSENT OF THE STUDENT.

Student ID or Social Security No: _____ Date: _____

Last Name: _____ First Name: _____ Middle: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Approximate Date Attended: _____

Signature: _____ Previous Names: _____

*By signing, the student acknowledges to reading the form in its entirety & understands what is required to fulfill this request.

IMPORTANT INFORMATION

- ✓ A separate request form is required for each transcript to be sent.
- ✓ The first request for an official transcript will be processed without a fee; thereafter each transcript is \$3.00.
- ✓ One business day processing time has a \$10.00 Rush processing fee – in addition to the required \$3.00 transcript fee.
- ✓ Transcripts of credit earned at other institutions are not redistributed by GFC MSU.
- ✓ Transcripts are not released if a student has an unpaid financial obligation to any MSU campus. Contact the appropriate institution’s Business Office for account details. GFC MSU: (406) 771-4315.
- ✓ Students attending after 1987 can access an unofficial transcript through Banner Web/My Info.

FOR OFFICE USE ONLY			
AMOUNT DUE:	\$	Cash <input type="checkbox"/>	DATE TRANSCRIPT PROCESSED:
		Check <input type="checkbox"/>	
AMOUNT PAID:	\$	Credit Card <input type="checkbox"/>	BY:
DATE/RECEIVED BY:			