



**GREAT FALLS COLLEGE  
MONTANA STATE UNIVERSITY**

**OFFICIAL TRANSCRIPT REQUEST FORM**

2100 16th Avenue South  
Great Falls, MT 59405  
(406) 771-5128 • (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 processing
- 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; each request thereafter is \$3.00.
- ✓ If Rush processing is requested, there is a \$10.00 Rush processing fee – in addition to the required \$3.00 transcript fee. *Transcripts are still mailed standard USPS.*
- ✓ The required fee can be paid via Banner Web/MyInfo, or by calling Student Accounts: (406) 771-5129, or (406) 771-4315
- ✓ 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 Student Accounts Office for account details.
- ✓ Students attending after 1987 can access an unofficial transcript through Banner Web/My Info.

***\*Incomplete or Unsigned Forms will not be processed\****

***\*Non-Rush requests will be processed within 3-5 business days of receipt\****

**FOR OFFICE USE ONLY**

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