

# Request for an Official Academic Transcript

Written permission from the student must be received before a transcript is released.



Flathead Valley Community College

Transcript Request

777 Grandview Drive • Kalispell, MT 59901  
(406) 756-3366 • FAX (406) 756-3965

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other names under which you may have enrolled: \_\_\_\_\_

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Change my records to the above mailing address.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

- Please**
- Transcripts are not issued until all accounts with the College are in good standing.
- Note:**
- Transcripts are processed within 10 days of receipt (delays may occur during registration and end of term).

The student is responsible for providing a **complete and legible** recipient address in the rectangle below for insertion into a window mailing envelope.

**Type or print recipient's name, address and zip code and/or FAX number (if applicable)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you currently attending FVCC? Yes \_\_\_ No \_\_\_  
If no, last semester/year attended: \_\_\_\_\_

**Please check appropriate boxes below.**

- Send now
- Send to student
- Hold for student pick-up
- Send after current semester grades are recorded.
- Send after degree is recorded.

The charge for a transcript is \$3.00 per copy—\$5.00 additional fee for faxing and an additional \$5.00 fee for a rush transcript.

Transcript Fee	\$3.00	_____
Faxed	\$5.00	_____
Rush	\$5.00	_____
Total	\$	_____

Payment :

- Cash or check (payable to FVCC)
- Visa  Mastercard  AmEx Amount \$ \_\_\_\_\_

Acct. No. \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Card Holder's Signature:

\_\_\_\_\_