

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 Note:**
- Transcripts are not issued until all accounts with the College are in good standing.
 - 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 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
- FAX
- 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 a rush transcript.

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

- Cash or check (payable to FVCC)
 - Visa Mastercard AmEx Discover
- Acct. No. _____
- 3 Digit Code _____ Exp. Date: _____
- Card Holder's Signature: _____