



Transcript Information

Students may request an official transcript by either of the methods below. Transcript requests will only be processed if the request is submitted by the TC3 student. Federal law prohibits the release of student information to anyone other than that student.

Note: Please keep in mind that grades for concurrent enrollment courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses/grades may not appear.

Via the Internet:

1. Go to **www.tc3.edu**
2. Select **"Current Students"**
3. Then select **"MyTC3"**.
4. If you have an account, click on **"myINFO"**. If you are a new user, you will have to request access.
 - a. Select **"New User"**
 - b. Under the myINFO (IQ.Web) section, select **"Set up your account"**
 - c. Fill in all information and request an account.
5. Once you are logged in, select **"Transcript Request"**
6. Fill in all information for each section and submit.

Written Request:

If you do not have access to the Internet or are a student who attended prior to 1985, we must have your request in writing. Please include the following information:

- Current name and any previous names
- Student ID (social security number)
- Current address
- Dates of attendance
- Complete address that the transcript is to be sent to
- Your signature

NOTE: There is no fee charged for a transcript request by a Concurrent Enrollment student.

Make sure you **sign the request** and fax it to 607.844.6550. You may also mail the request to:

Academic Records Office
Attn: Transcript Clerk
Tompkins Cortland Community College
170 North Street, P.O. Box 139
Dryden, NY 13053-0139

Due to the large volume of requests, the college requires at least two business days to send out requested transcripts.