Tompkins Cortland Community College – Transcript Request

Please allow 4 to 5 business days for processing.

Student ID: ____________________________ and/or SSN: _______________________________________

Last Name: ____________________________ First Name: _________________________________

Former Names(s): _______________________ E-mail Address: _____________________________

Address: ____________________________________________________________________________

Phone number: __________________ Date of birth: _________________________________

Approx dates of attendance: _______________

Send my transcript to:

College or University/ Business/Person: ___________________________________________________

ATTN/Department/Office: _____________________________________________________________

Street Address/PO Box: _______________________________________________________________

City: ____________________________ State/Province: ______ Zip Code: _________________

Country (if not USA) ____________________________________________________________

I give permission for my transcript to be sent to the above address. Any changes to this request must be made in writing or through myInfo.

Date: ______________ Signature: __________________________________________

Transcripts ordered with this form are $15 each

Method of Payment: Check   Money Order   Credit Card   
Payable to: Tompkins Cortland Community College

To pay by credit card complete the following:   MasterCard   Visa   Discover
Credit Card #: _________________________ Exp. Date: ____________
Cardholder Name (print as appears on card)_____________________________________________

Address of Cardholder (where you receive your credit card statements)
Street Address or PO Box ______________________________________________________________
City: ____________________________ State: _______ Zip: ____________
Cardholder Phone(s): (home) ________________ (cell) ________________
Cardholder Email: _______________________________ Cardholder Signature: _______________________

Send the completed form with payment to:

Academic Records, Transcript Clerk Fax: 607-844-6550
Tompkins Cortland Community College
170 North St, PO Box 139
Dryden, NY 13053-0139

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