

TRANSCRIPT REQUEST

North Central Kansas Technical College
Registrar's Office
PO Box 507
Beloit, KS 67420
800-658-4655 or 785-738-2276
Fax # 785-738-2903

Please Print

Name: _____
Last First Middle

Social Security Number _____

Other name(s) _____

Address: _____
Street City State Zip

Daytime Phone Number: _____ Date of Birth: _____

Currently enrolled ____ Yes ____ No If no, last date attended NCKTC _____

Please provide name of program _____

Send transcript: ____ Send now, do not hold for semester grades
____ Send at end of current semester

Send transcript to: (<i>Student is responsible for complete address</i>) _____ _____ _____ _____

Student Signature _____ Date _____

1. There is no fee to request a transcript.
2. Please allow up to 2 working days for processing and mailing, with the exception those sent at the end of the current semester. Please allow approximately two weeks after the last day of finals for these requests.
3. Transcripts are released only by a request signed by the student.
4. Transcript services are withheld from any student who owes the College money or property.
5. Transcripts from high schools or other colleges cannot be duplicated. You must contact them directly for an official transcript.