

# Rainy River Community College

## TRANSCRIPT REQUEST FORM

\_\_\_\_\_  
Last Name                      First                      Middle                      (Maiden/Other Name)                      Today's Date

### Your Information:

Student ID Number or last four numbers of SSN: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

When did you attend RRCC? \_\_\_\_\_

When do you need this request processed?     Now                       After final grades are posted                       After degree is posted

**Please Mail Transcript to the Address Below:**

NAME/ORGANIZATION \_\_\_\_\_

STREET ADDRESS/PO BOX \_\_\_\_\_

CITY, STATE ZIP CODE \_\_\_\_\_

**Please fax transcript to:** \_\_\_\_\_ (Not Official)

**Please email transcript to:** \_\_\_\_\_ (Not Official)

**X** \_\_\_\_\_

### Student Signature (Required to release transcripts)

I understand that emailing and faxing may not be secure methods of sending my information.

### Transcript Fees:

### Copies x Fee

Official Copy - \$5 each    \_\_\_ x \$5 = \_\_\_\_\_

Student Copy - \$3 each    \_\_\_ x \$3 = \_\_\_\_\_

Fax- \$8 each (not official) \_\_\_ x \$8 = \_\_\_\_\_

Emailed Copy (not official) \_\_\_ x \$5 = \_\_\_\_\_

Total Due                      \$ \_\_\_\_\_

Send completed form and payment to:

Records Office  
Mesabi Range College  
1001 Chestnut Street West  
Virginia, MN 55792

or

Fax to 218-749-0318

or

Cash     Check/Money Order (make payable to MRCTC)

**VISA/MasterCard/Discover Information**

Please call 218-742-3436 with credit card information.

Scan and email to: [transcripts@mesabirange.edu](mailto:transcripts@mesabirange.edu)

Email and fax may not be secure methods of sending your information.

\*\*\*\*Once your payment is received, your transcript request will be processed. \*\*\*\*

**EFFECTIVE 6/19/17 MRC WILL BE PROCESSING RRCC TRANSCRIPT REQUESTS**