

**Dakota County
Technical College**
Customized
Training Office
1300 145th St E
Rosemount, MN
55068



MEMBERS OF MINNESOTA STATE
*A member of the Minnesota State
Colleges and Universities System*

**Inver Hills
Community College**
Customized Training
Office
1300 145th St E
Rosemount, MN 55068

***A separate request form is required for each mailing address**

Unofficial Transcripts: Unofficial transcripts do not include the signature of the Registrar or Customized Training seal. If sending to a third party, please verify if an unofficial transcript is acceptable

Official Transcripts: Official transcripts do not include the signature of the Registrar or Customized Training seal. Price: \$7.50

Certificate Reprints: Certificate reprints do not include the Customized Training Seal. Price: \$12.50

***Your handwritten signature is required to release/mail your student record.**

***Transcripts will not be issued if you have any financial obligations to the college.**

***Transcripts will not be faxed**

***Mail your request to the appropriate campus above**

***Transcripts will reflect name at time of enrollment unless official documents are received indicating a name change such as: Marriage or divorce decree and picture ID**

Name (While Enrolled): _____

Date of Birth: _____

Street Address: _____

City: _____ State: ____ Zip Code: _____

Program: _____

Year Attended: _____

Please send my transcript to this address:

Name: _____

Attention: _____

Street: _____

City: _____ State: ____ Zip Code: _____

Is this a Transcript or Certificate Request?

Transcript Request

Certificate Request

Office Use:

Date sent:

Sent By:

Method of Payment (must accompany transcript request)

\$7.50 per official transcript **\$12.50** Certificate Reprint

Pick one: Cash Check Enclosed Visa MasterCard Discover

Card Number: _____ Expiration Date: _____ Sec. Code: _____

Name of Card Holder: _____ Signature(handwritten): _____