Transcript Request Form

Mail, Email or Fax to:

Riverland Community College
Enrollment Services Attn: Kris Bartley
2200 Riverland Drive
Albert Lea, MN 56007
Email: kristan.Bartley@riverland.edu
TEL: 507-379-3321 **FAX:** 507-379-3333

You may order your official transcript by completing this form and submitting it by mail, email or fax. There is a $5 charge per transcript. You may include a check with your mailed request or pay by credit card. For fax requests, you must pay by credit card authorization. ***TRANSCRIPTS WILL NOT BE FAXED OR EMAILED***

STUDENT INFORMATION: ***Please Print Clearly***

$5.00 fee per transcript

Check or money order payable to Riverland or VISA or Mastercard*
(Please do not send cash)

Student ID or Social Security #	**Birth Date**		
Name (Last, First, Middle)		**Former Name(s)**	
Address		**City**	State / **Zip**
Email Address		**Telephone number**	
Signature (must be signed not typed) **Date**		**Cell phone number**	

Riverland is asking you to provide information that includes private and/or confidential information under state and federal law. Riverland is asking for this information in order to process this form. You are not legally required to provide the information we are requesting; however, the college may not be able to effectively process this form without it.

Please check all categories that apply:

☐ Currently Enrolled at Riverland
☐ Attended After 1991
☐ Attended Before 1991 ☐ Albert Lea Vocational ☐ Austin Jr. College ☐ Austin Vocational

Approximate dates of attendance: _____

Please send the transcript:

☐ Send Immediately
☐ Hold until after Semester grades: ☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II
☐ Hold until degree is recorded

OFFICE USE:
Amount Paid: $ **Initials:**

SEND TRANSCRIPT TO: (Transcripts will not be FAXED OR EMAILED)

Institution or Name of Third Party:
Street Address
City, State, Zip Code

***CREDIT CARD PAYMENT INFORMATION**

☐ **Visa** ☐ **MASTERCARD**

Card Holder's Name	
Card Number	
Expiration Date	**3 digit CVV code**

Your credit card information will be shredded after processing.