

McDowell Technical Community College

Transcript Request Form

Employee: Please complete this form and mail it directly to the applicable college – highest degree earned AND relevant course studies required. Please verify with your college if a fee is applicable.

Name of College

Address

City State Zip

REGISTRAR:

I am applying for employment at or have been employed by McDowell Technical Community College. As a part of the application procedure, an **official** transcript is required.

Please send an official transcript of my educational record to:

**Breanna D. Rose
HR Manager
McDowell Technical Community College
54 College Drive
Marion, NC 28752**

The following information is provided to aid you in identifying my record:

Name _____
 Last First Middle Maiden

Date of Birth _____ Social Security Number _____

Date graduated _____ Date last attended _____

Thank you,

Signature

