



**Sisseton Wahpeton College
Transcript Request Form**

Office of the Registrar
Old Agency Box 689
Sisseton, SD 57262

**afonder@swcollege.edu
605-698-3966 ext 1102**

For Office Use Only:

Balance Due _____
Payment Received _____
Date Sent _____
Processed by _____

CHARGES:

EACH STUDENT IS ENTITLED TO ONE FREE COPY.

UNOFFICIAL COPIES ARE FREE TO THE STUDENT. CURRENT STUDENTS CAN ACCESS UNOFFICIAL TRANSCRIPTS THROUGH THEIR MYSWCOLLGE PORTAL.

OFFICIAL TRANSCRIPTS: \$10.00. STUDENTS CAN PAY BY MAIL OR DEBIT OR CREDIT CARD WITH THE STUDENT ACCOUNTS OFFICE. (605-698-3966 EXT 1188)

TRANSCRIPTS MAY BE PICKED UP AT THE SWC REGISTRAR'S OFFICE OR UNOFFICIAL TRANSCRIPTS MAY BE EMAILED WITH SSN REMOVED AND OFFICIAL TRANSCRIPTS WILL BE MAILED.

Name: _____ Former Last Name(s): _____

Student ID: _____ Date of Birth: _____ Social Security Number: _____

Address: _____

Email: _____ Phone number: _____

Please circle:

Unofficial Transcript

Official Transcript

Send Immediately

Hold for Final Grades

Hold for Removal of Incompletes

Currently Attending SWC

Not Currently Attending SWC: Semester of last attendance _____

Please Type/Print clearly: I WILL PICK UP MY TRANSCRIPT _____

EMAIL UNOFFICIAL TRANSCRIPT TO: _____

SENT OFFICIAL TRANSCRIPT TO: Please type/print clearly and list complete address. SWC is not responsible for incomplete or incorrect addresses.

Name of Institution/Individual: _____

Street Address: _____

City, State, Zip: _____

Student Signature: _____ Date: _____

Digital Signature will be accepted as legal signature