

Oglala Lakota College

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TRANSCRIPT REQUEST FORM

Official Transcripts will be issued upon receipt of the NON-REFUNDABLE fee of \$5.00 for the first official copy and \$2.00 for each additional copy, per request, payable to OLC. If you would like your transcripts faxed, there is an added fee of \$2.00 each, per transcript, per request.

NAME _____ (Other Names Used) _____ SSN/Student ID _____

Address: _____

Street/Apt. _____ City _____ State _____ Zip _____
Phone Number: _____ Email: _____

Now After semester grades After degree is posted

Mail ___ copies of my transcripts to:

Mail ___ copies of my transcripts to:

Name: _____

Name: _____

Address: _____

Address: _____

- Please Fax my transcripts to this number: _____ Faxed transcripts are considered unofficial.
 Please allow the following person to pick up my transcripts: _____

Use a separate sheet of paper for additional addresses, if needed. If there are any holds on your record, an official transcript cannot be issued until all holds are cleared.

STUDENT SIGNATURE

DATE

Credit Card Information (Visa, American Express, Discover, MasterCard)

Card Number: _____ Expiration Date: _____ CVS# _____

Card Holder's Address: _____

OFFICE USE ONLY: Approved ___ Disapproved ___ Student Accts ___ Date _____
Date sent Out _____ Registrar's Office _____

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Rev. 08/09/2011