



How to Request a Transcript Be Sent to Tulsa Community College

Many high schools, colleges, and universities now have the ability to send transcripts electronically.
Tulsa Community College currently downloads submitted transcripts once a day (by 11:00 a.m.) from the following vendors:

XAP, Parchment, and Escrip-Safe

Tulsa Community College will accept electronic transcripts from other vendors as official if the following criteria are met:

The transcript is certified as official from the college or university using a third party agency for the certification process. (i.e. Docufide, Avow, etc).

- The transcript must be a PDF certified document that has no indication of tampering.
- A college official must receive the transcript from an approved e-transcript service sent directly to transcripts@tulsacc.edu.
- TCC will not accept electronically forwarded transcripts from other colleges or from the student.
- TCC has the right to refuse electronic transcripts or request additional information if there is a question about the authenticity of an electronic document.
- Processing of electronic transcripts can take up to 5 business days to be marked as received.

Electronic Transcripts that are not sent directly from the college or university third party vendor to TCC will be considered unofficial.

Send Electronic Transcripts to: transcripts@tulsacc.edu

OFFICIAL TRANSCRIPT REQUEST BY MAIL (PLEASE PRINT OR TYPE)

SEND AN OFFICAL, SEALED COPY OF MY TRANSCRIPT TO:

**Tulsa Community College
Student Records and Completion Services
909 S Boston Ave
Tulsa, OK 74119**

Current Name: _____
Last First M.I.

Name while attending school: _____
Last First M.I.

_____/_____/_____
Social Security # DOB Dates of Attendance/Grad Date

Current Address Signature

NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN OFFICAL TRANSCRIPTS FOR ADMISSIONS TO TCC.