



REVERSE TRANSFER OF CREDIT - TRANSCRIPT RELEASE FORM

Mailing or In-Person Address: Office of the Registrar
 Lucas Administration Center 301
 Nunn Drive
 Highland Heights, KY 41099
 Phone: 859.572.5556 or FAX: 859.572.6094

Official transcripts will not be released until all financial obligations to the college have been satisfied.

STUDENT INFORMATION			
All blocks in student section must be completed – PLEASE PRINT LEGIBLY			
Student ID or Last Four of SSN	Last Name	First Name	Middle
Complete Mailing Address – Street, City, State, Zip			
Previous Names	Daytime Phone Number	What was the last year you attended KCTCS?	
E-mail Address	Birthdate MM/DD/YY	Home KCTCS College	

MAILING INFORMATION

By signing this request your transcript will be released to the Kentucky Community and Technical College System (KCTCS) institution from which you transferred. Requests completed using this form will be sent automatically to the attention of the Registrar at your previous KCTCS home institution.

AUTHORIZATION TO RELEASE ACADEMIC RECORDS

FERPA COMPLIANCE - I authorize the release of my academic records maintained by Northern Kentucky University to your home college in the Kentucky Community and Technical College System for review under the Reverse Transfer of Credit Agreement. I also authorize my previous KCTCS college to:

1. evaluate to determine if I am eligible for an associate degree.
2. release the results of their graduation review to Northern Kentucky University of outstanding requirements.
3. send a transcript to Northern Kentucky University if a degree is awarded.

STUDENT SIGNATURE

DATE

Federal law requires the student signature for release of transcripts. All holds must be cleared before submitting a transcript request.