



To facilitate easy transfer of information, Southwest Minnesota State University will notify the Chief Academic Office at your home college, the Human Resources departments at your home college, and at the Office of the Chancellor when you have successfully completed the Teaching and Learning Competency Course(s) required for your probationary period. This will include sending an official transcript from the University.

_____ I agree to allow SMSU to send my transcript to the above offices.
(SMSU will provide the transcript at no cost to the student)

_____ I will send the information to the above offices.
(The \$5.00 per transcript fee will be incurred by the student)

Name _____

Signature _____

SMSU Student ID Number _____

Home Address _____

Email Address _____

College of Employment _____

College Address _____
