TRANSCRIPT REQUIREMENTS

Directions to Applicant:

The Wisconsin Technical College System Board (WTCSB) requires that original, official transcripts be on file for all individuals in WTCS certified positions. Please check the appropriate section, sign and date the form, and return it to the Certification Office at the Downtown Milwaukee Campus (address shown below), or it can be faxed to 414-297-8325.

1. ☐ Attached are my original, official transcripts for the Certification Office files.

— OR —

2. ☐ Attached are the necessary request forms or letters and/or copies of the checks sent to the appropriate educational institutions with instructions to send all of my original, official transcripts with the official seal to the Certification Office at the Downtown Milwaukee Campus (address shown below).

— OR —

3. ☐ I will personally deliver within two weeks all of my original, official transcripts with the official seal to the Certification Office in Room M262 at the Downtown Milwaukee Campus (address shown below).

— OR —

4. ☐ I have been certified at MATC in the past. Attached is a copy of my most recent certificate. I checked with the Certification Office at MATC (414-297-6683) and confirmed that I was certified and that current original, official transcripts with the official seal are on file.

In addition to being required for Certification, transcripts are used to determine Class placement on the salary scale. If official transcripts are not received by the Certification Office when Class placement is done, then Class placement will be zero. This placement will be revised appropriately and will be retroactive to the start of employment if official transcripts are received prior to the end of the current semester. If official transcripts are received after the end of the semester, the revised Class placement will be effective from that point forward.

__________________________  ________________
Signature                      Date

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