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## A MESSAGE FROM YOUR SUPERINTENDENT, MR. AARON COLLINS

Greetings Metro Tech Graduate 2021,

Congratulations! In the most challenging times in recent history, you have overcome adversity and completed a journey moving you forward to your personal and career goals. We are proud of your accomplishments at Metro Tech. Your story doesn't end there!

You are now an **#MT4LIFE**er. As an alum, we would like to connect with you for future opportunities. One way is to follow and like us on social media. Please know that Metro Tech is YOUR place to continue learning and receive quality career training. First, take a look at what you need to do next.

You will soon replace this congratulatory note with your certificate! We hope you will proudly display this proof of your accomplishment. You should contact your instructor or counselor to make arrangements to obtain your certificate.

Please complete the final steps in "What You Need to do Next" located on the other side of this letter within the next few weeks of your graduation date.

Wishing you all the best in your journey,

Aaron Collins, Superintendent

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## WHAT DO YOU NEED TO DO NEXT?

Please complete these final steps within the next few weeks of your graduation date.

- 1 – Certificate of Completion.** Contact your instructor or counselor to make arrangements to obtain your certificate.
- 2 – Financial Aid Recipients.** Schedule your exit interview. If you applied for a loan and received funds, an exit interview with the Financial Aid Office is required to review your responsibility for loan payments. This requirement is by the United States Department of Education. *Without an exit interview, your transcript and certificate of completion will be held.*  
**Contact:** Financial Aid Officer | 405-595-4446  
Email: [FinancialAid@metrotech.edu](mailto:FinancialAid@metrotech.edu)
- 3 – Balances Due.** Students should check for outstanding balances and make payments. *Once your account is paid in full, you'll be able to request a transcript.* When emailing provide full name, program name and phone number.  
**Contact:** Student Services | 405.595.4678  
Email: [Enrollment@metrotech.edu](mailto:Enrollment@metrotech.edu)
- 4 – Request a Transcript & Education Verification.** You will need your transcript when continuing your education, applying for internships, apprenticeships or employment. Fill out the request form online at: [www.metrotech.edu/student-services](http://www.metrotech.edu/student-services). Then, email a photo of your ID to: [Registrar@metrotech.edu](mailto:Registrar@metrotech.edu) to complete your request. *If you have a balance due, transcripts will be held and employers will be unable to complete an Education Verification.*  
**Contact:** Registrar | 405.595.4433  
Email: [Registrar@metrotech.edu](mailto:Registrar@metrotech.edu), if you encounter a problem.
- 5 – “Holds” on Student Accounts.** There could be a “hold” on your account for any number of reasons. A “hold” will prevent transcripts from being released and potential employers from receiving an “Education Verification” when you apply for jobs. An employer will be unable to complete a background check if there is a “hold” on your account.  
**Contact:** Student Services | 405.595.4678  
Email: [Enrollment@metrotech.edu](mailto:Enrollment@metrotech.edu)
- 6 – Register with Metro Tech’s Career Services.** The Career Services team wants to be your No. 1 job search resource. We can also assist with resumes or preparing for an interview.  
**Register:** <http://metrotech.edu/careerservices> to start your job search.  
**Contact:** Career Services | 405-595-4804  
Email: [HireMTGrads@metrotech.edu](mailto:HireMTGrads@metrotech.edu)