



Transcript Request Form

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student and former students needing copies of their academic transcript must make request in written form. The form must bear the original signature in pen and ink by the student. Phone requests are not acceptable.

Transcript Fee:

Effective August 1, 2009, cost of each transcript request is \$8.00. The first two transcript requests are free-of-charge. The 3rd request and any thereafter will be processed upon receipt of payment. If unsure of your responsibility, contact either phone number shown above to determine if payment is required.

Student ID #: _____ Date of Birth: _____

Student's Name: Last: _____ First: _____ MI: _____

Maiden or Other Name: _____ Contact Phone #: _____

Address: City: _____ State: _____ Zip: _____

Email Address: _____

Date Last Attended (Semester/Year): _____ Date Graduated (Year): _____

Check any of the following that you are requesting:

- Mail transcript (*provide address below*) Pick-up by student
- # copies requested for mailing # copies requested for pick-up
- Hold for current semester grades (*will be mailed 3-5 days after semester has ended*)
- Hold for degree posting (*will be posted 2-4 weeks after semester has ended*)

I hereby authorize Rowan-Cabarrus Community College to release my transcript as requested:

Signature of Student **REQUIRED** Date:

Mail Transcript to: (*use reverse of this page for additional space, if needed*)

Students must fulfill **ALL** financial obligations to RCCC before transcripts are processed. Allow **48 hours for processing** once payment for request is received. There may be delays in processing during registration and at the end of each semester.

Sending by Mail?

Print and complete the online Transcript Request form, and mail the request to the **Cashier's Office**. Enclose \$8.00 for each transcript requested. Checks and money orders are accepted. **DO NOT SEND CASH!** (A \$25 service charge fee for returned checks.)

Sending by FAX?

Print and complete the online Transcript Request form and fax to 704-633-6804 or 704-788-2168 (Attn: Transcripts)

Call the Cashier's Office at 704-216-3471 to pay \$8.00 for each transcript requested. Major credit cards accepted.

Completing Request Form on Campus?

Complete the Transcript Request form and go to the Cashier's Office to pay \$8.00 for each transcript requested.

After payment is made, return this form to Student Services for processing.

RCCC Business Office Use Only:

Payment received _____

by Cashier: _____

of copies _____ to be charged @ **\$8.00** per transcript

TOTAL collected:

\$ _____