

WILSON COMMUNITY COLLEGE

TRANSCRIPT REQUEST FORM

Completed form must be submitted in person to Student Development, located in F-100 or mailed to:
Wilson Community College
Attn: Student Development
P.O. Box 4305
Wilson, NC 27893

Unofficial transcripts are free of charge. The cost for official transcripts is \$5.25 per copy. Mailed requests MUST include a check or money order made payable to Wilson Community College or payment can be made using a credit/debit card by calling the Business Office at 252-246-1259 or 252-246-1412.

*****In order to avoid processing delays be sure to complete the form in its entirety*****

| | | |
|--------------------------|---------------|---------------|
| _____ | _____ | _____ |
| Name/Last | First | Middle/Maiden |
| _____ | | |
| Current Address | | |
| _____ | _____ | _____ |
| City | State | Zip Code |
| _____ | _____ | _____ |
| SSN or Student ID Number | Date of Birth | |

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I am requesting _____ copies of my official transcript.
I am requesting _____ copies of my unofficial transcript.

- Curriculum transcript
- Continuing Education transcript
- Wilson CC Adult High School transcript

**Coursework prior to 1984? ____ Yes ____ No

Processing Options:

- Immediate
- Hold Until After Current Semester Grades Are Posted
- Hold Until After Degree is Awarded

Delivery Methods:

- Hold for student pickup- **ID required**
- Someone else will pickup- **Written consent & ID required**
- Mailed to address(es) below:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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Signature

Date