

TRANSCRIPT REQUEST INSTRUCTIONS

Directions: Use this handout for reference regarding transcripts

<p>OPTION 1: Request Electronic submission: The online National Student Clearinghouse gives students 3 delivery options: pickup, USPS mailing (both \$5.25) and electronic submission (\$6.25) per transcript. Visit the College Website: www.wilsoncc.edu, choose Student Development Menu, select Records/Transcripts, click on National Student Clearinghouse hyperlink, click start</p>
<p>OPTION 2: Deliver completed form to: Wilson Community College (Corner of Ward Blvd. and Herring Ave.) Student Development, located in Building F-100 (Cost: \$5.25)</p>
<p>OPTION 3: Mail completed form (with check or money order) to: Wilson Community College ATTN: Student Development P.O. Box 4305 Wilson, NC 27893 (Cost: \$5.25)</p>

1. Complete all sections for name, current address, city, state, zip code, phone number, SSN or College Student ID (located on your course registration form beneath your name), date of birth
2. Record the number of copies you want.
 - Official transcripts (all courses taken at the time of the request, in a sealed envelope— Educational institutions will require an official transcript)
 - Unofficial transcripts (free copy of a list of courses taken).
3. Check the box for Curriculum transcript
4. Check “No” for coursework prior to 1984.
5. When choosing Options:
 - Immediate- refers to printing the transcript the moment the request is received
 - Hold until After Current Semester Grades Are Posted- the request will be sent after the official grades have posted for that semester (**this is most likely the box to check**)
 - Hold Until After Degree is Awarded- the request will be sent after official grades are posted and the official college graduation date has passed and posted on the transcript to indicate all requirements have been satisfied for the degree)
6. When choosing Delivery Methods:
 - Hold for student pickup- requires an ID and the student can pick it up in F-100
 - Someone else will pickup- the student can ask someone else to pick up their official transcript, but will need to write a statement that says who will pick it up and sign it. The person picking up the transcript must have an ID.
 - Mailed to address(es) below- if the student wants the official transcript to be sent directly to another institution, provide the name and mailing address for admissions to that institution.
7. **MAKE SURE YOU SIGN THE BOTTOM OF THE FORM!**

****Incomplete forms will not be processed.***