

# 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	_____ Phone Number
_____ 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