

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 \$5.50 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.
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**\*\*\*IN ORDER TO AVOID PROCESSING DELAYS BE SURE TO COMPLETE THE FORM IN ITS ENTIRETY\*\*\***

<b>First Name:</b>	<b>Last Name:</b>	<b>Middle/Maiden Name:</b>	
<b>Current Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Phone:</b>
<b>SSN or Student ID Number:</b>			<b>Date of Birth:</b>

I am requesting _____ copies of my official transcript.	<input type="checkbox"/> Curriculum Transcript <input type="checkbox"/> Continuing Education Transcript <input type="checkbox"/> Wilson CC Adult High School Transcript
I am requesting _____ copies of my unofficial transcript.	
<b>**Coursework prior to 1984?</b> <input type="checkbox"/> Yes <input type="checkbox"/> 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:

<b>Address 1:</b>	<b>Address 4:</b>
<b>Address 2:</b>	<b>Address 5:</b>
<b>Address 3:</b>	<b>Address 6:</b>

<b>Signature:</b>	<b>Date:</b>
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