

**NORTH CAROLINA A&T
STATE UNIVERSITY
Office of the Registrar**

Transcript Request Form

Instructions: Complete the form with all applicable information. Please complete accurate address information for each destination to mail Official Transcript(s) to and indicate the number of copies to be mailed. Transcripts are \$4.00 per copy, payable by check or money order. Make checks payable to North Carolina A&T State University.

- **Transcripts requested through the mail will be processed in approximately 5-7 business days once the request has been received in the Office of the Registrar.**
- It is the student's responsibility to provide **accurate** address information on the form.
- Transcripts will not be released without the student's signature or if the student has an outstanding financial obligation to the University.
- The Office of the Registrar does not reproduce transcripts from other institutions. Requests for transcripts of work taken at other institutions must be directed to the institution concerned.
- **The Office of the Registrar does not fax transcripts.**
- Payment must be received at time of request.

Please **print** the following information:

Name (Last, First, M.I.)	Student ID#	Date of Birth
Permanent Address (Street, City, State, Zip)		Contact Number
E-mail Address	Dates of Enrollment	Any Previous Last Names

Currently Enrolled: Yes No

Delay Processing Until:

Current Semester Grades Have Been Posted

*Degree Has Been Posted

***Please allow an additional 4 weeks
after the end of the semester**

Include on Transcript:

All Coursework

Undergraduate

Graduate

Doctoral

Numbers of Copies: _____

Signature: _____

Today's Date: _____

Mail ___ (#) Transcript to:

Mail ___ (#) Transcript to:

For Office Use Only:

Date Received: _____ Date Mailed: _____ Vault Record: _____ Hold: _____ \$ _____ Rec'd

Please mail completed request to:
North Carolina A&T State University
Office of the Registrar – Transcripts
1601 E. Market Street, Greensboro, NC 27411-1095