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## Transcript Request

### Related Links

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The Office of the Registrar provides transcripts of a student's official A&T academic record upon request. Transcripts are \$4.00 per copy. You may obtain an official transcript:

### In Person

You may fill out a transcript request within the Office of the Registrar. We are located in the Dowdy Administration Building, 1601 E. Market Street. Request's received before 11:00 a.m. are available for pick-up at noon that same day. Requests received between 11:00 a.m. and 4:00 p.m. are available for pick-up at 4:00 p.m. that same day. *Please note that if you attended A&T before the fall of 1988, you must allow an additional 24-48 hours processing time.*

or

### Mail In

You may print and fill out the [Official Transcript Request form](#) and mail it into the Office of the Registrar.

If you attended A&T Fall 2007 or after, you may also view and print copies of your unofficial transcript from [Aggie Access Online](#). You must have a Banner ID and PIN.

If you are unable to print the form, mail the information requested above in a letter to the Registrar's Office.

You must know your Banner ID in order to request a transcript. If you are currently enrolled and are unsure of your Banner ID, please visit the following website: [https://www.ncat.edu/~banner/ID\\_Request/](https://www.ncat.edu/~banner/ID_Request/).

You must know your Banner ID in order to request a transcript. Alumni who have never been issued a Banner ID, please contact the Advancement Office at 336-334-7903 or email them at [advinfo@ncat.edu](mailto:advinfo@ncat.edu).