



TRANSCRIPT REQUEST FORM

<p>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</p>	<p>Unofficial transcripts are free of charge. The cost for official transcripts is \$5.90 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.</p>
--	---

*****IN ORDER TO AVOID PROCESSING DELAYS BE SURE TO COMPLETE THE FORM IN ITS ENTIRETY*****

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

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.	
** Coursework prior to 1984 <input type="checkbox"/> Yes <input type="checkbox"/> No	

Processing Options: <input type="checkbox"/> Immediate <input type="checkbox"/> Hold Until After Current Semester Grades Are Posted <input type="checkbox"/> Hold Until After Degree is Awarded	
Delivery Methods: <input type="checkbox"/> Hold for student pick up: ID required <input type="checkbox"/> Someone else will pick up: Written consent & ID required <input type="checkbox"/> Mailed to address(es) below:	
Address 1:	Address 4:
Address 2:	Address 5:
Address 3:	Address 6:

Signature:	Date:
------------	-------