

Northwestern CT Community College
Transcript Request Form
As of July 1, 2008, there is no charge for Official Transcripts



1. Student ID # _____ DOB _____
Social Security Number _____
Are you an NCCC Graduate? If yes, what year? _____
Are you currently enrolled? _____ If no, when were you previously enrolled? _____

Select One:

Send transcript at the **END OF THE SEMESTER**
(wait for final grades to be posted) or
 Send transcript **NOW**

**Transcripts will be processed
and mailed within 7-10 days.
They cannot be processed
while you wait.**

2. Print student information

Student Name _____ Previous last names _____

Address _____

City, State, Zip _____ Phone _____

Check here for an **UNOFFICIAL** copy only.

Check here for an **OFFICIAL** copy only.

3. Print exact name, address, and office to which the Official Transcript is to be mailed.

Department, office, or person _____

Name of school,
company or organization _____

Address _____

City, State, Zip _____

4. Signature _____ Date _____

(Required by law)

5. Mail or fax the completed form to

NCCC
Attn: Registrar's Office
Park Place East
Winsted, CT 06098

Fax: 860/738-6413