

**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 provide transcripts from other institutions.
- **The Office of the Registrar does not fax, e-mail or provide unofficial transcripts.**
- **We do not accept UPS or FedEx pre-paid envelopes for overnight delivery.**
- **If you need for us to expedite your transcript request you must send a USPS Express Mail pre-paid envelope. By providing the pre-paid USPS Express Mail envelope does not expedite the 5-7 business day processing time.**
- 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

Include on Transcript:

All Coursework

Undergraduate

Graduate

Doctoral

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

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