

**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 \$5.00 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, MI)	Student Banner ID or Last Four SS#	Date of Birth
Permanent Address (Street, City, State Zip)		Contact Number
E-mail Address	Dates of Enrollment	Previous Last Names

Currently Enrolled Yes No

Delay Processing Until:

- Current Semester Grades Have Been Posted
 *Degree Has Been Posted

Include of Transcript:

- All Coursework
 Undergraduate
 Graduate
 Doctoral

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

Number of Copies: _____

Signature: _____

Today's Date: _____

Mail ____ (#) Transcript to:

Mail ____ (#) Transcript to:

For Office Use ONLY:

Date Received: _____ Date Mailed: _____ Vault Record: _____ Hold _____ \$ _____ Received

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