



Transcript Request Form

33 Edgemont Drive, Presque Isle, ME 04769 Tel: 207-768-2787 Fax: 207-760-1106 Email: transcripts@nmcc.edu

Student Name: _____

Previous Name: _____

Are you a previous graduate of NMCC? _____ (Year)

Birth Date: _____

SSN: _____

Student's Contact Information (Complete mailing address)

Phone (Cell) _____

Phone (Home) _____

E-Mail _____

I am requesting:

_____ Official transcripts _____ Unofficial transcripts

Send Immediately Hold for semester grades

Hold for Degree Conferred

The Federal Educational Rights & Privacy Act of 1974 requires that all transcript requests must be in writing, signed and dated by the person to whom the record belongs.

STANDARD (FREE) processed in 2- 5 business days. (US Mail)

FAXED \$10.00 (a faxed copy is NOT official)

EXPEDITED Processing *(US Mail) \$25 per transcript Processed within one working day (of receiving)

Overnight Delivery * (Fed-Ex) \$100 processed within one working day. Includes expedited processing fee.

*Payment required **before** processing, (if due)

Card Number _____ Expiration Date _____ CVV (on signature line) _____

Send to: _____ Number of copies: _____

Please sign below: **(SIGNATURE REQUIRED)**

For those enrolled in the Liberal Studies-AA in Fall 2017 or later:

I have fulfilled the Maine Community College System/University of Maine System Transfer-Out Block (34-35 credits of specific general Education coursework) and wish to have my transcript reviewed and certified, if appropriate.

** This option is not eligible for Expedited Processing. **

A hand-written signature is required for the release of records. Records are not released by email. Records are not released if there is an outstanding financial obligation to NMCC. NMCC is not responsible for bad recipient information or technology failures, such as bad fax numbers or wrong recipient address.

OFFICIAL TRANSCRIPTS ARE NOT ISSUED TO STUDENTS

OFFICE USE ONLY: Block transfer Certification:

Meets Block Does not Meet Block Reviewed by: _____ Date: _____

Request received: _____

Student ID#: _____

Holds: _____

Address Correct/Corrected: _____

Recorded: _____

Payment Received: _____