



NORWALK COMMUNITY COLLEGE
Office of the Registrar

TRANSCRIPT REQUEST

If you are a current credit student, please use myCommNet instead of this form to request a transcript electronically.

PLEASE PRINT CLEARLY

Your Last Name _____ First _____ M.I. _____ Former Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

@ _____
Student ID # _____ Social Security # _____ Date of Birth _____

Daytime Phone # _____

CREDIT _____ NON-CREDIT _____

Number of Transcripts Requested: _____

HOLD FOR FINAL GRADES YES NO

HOLD FOR GRADUATION YES NO

Do you need this transcript for State Certification? YES NO

I attended NCC before 1992 I attended both NCC and NSTC

MAIL OR BRING YOUR TRANSCRIPT REQUEST TO:

Norwalk Community College
Records Office - Room E102
188 Richards Avenue
Norwalk, Connecticut 06854-1655

OR FAX YOUR TRANSCRIPT REQUEST TO:

(203) 857-7012

IMPORTANT INFORMATION:

1. Hand-written requests are mailed within fourteen business days.
2. Current **credit** students: Use myCommNet for your transcript requests.
3. Official transcripts will be sent to an institution, agency, or the student.
4. No one else is permitted to request a transcript on behalf of the student except government and law enforcement agencies with either a student's signed release, a court order, or a subpoena.
5. All financial obligations and record restrictions must be reconciled before transcripts will be released.

FORWARD TRANSCRIPT TO:

NAME OF COLLEGE OR AGENCY

Attention:

STREET ADDRESS

CITY, STATE AND ZIP CODE

I HEREBY AUTHORIZE NORWALK COMMUNITY COLLEGE TO RELEASE MY OFFICIAL TRANSCRIPT TO THE ABOVE INSTITUTION / INDIVIDUAL.

STUDENT'S SIGNATURE _____

DATE _____

White: Mailer

Canary: Records

Pink: Student