

# CCC&TI Transcript Request

Dear Student:

To request a transcript from Caldwell Community College & Technical Institute, please complete this form and mail it to:

Caldwell Community College & Technical Institute  
2855 Hickory Blvd.  
Hudson, NC 28638  
Or you can fax it to (828) 726-2709.

If you have any questions or need additional information, please contact Connie Wilson at [cwilson@cccti.edu](mailto:cwilson@cccti.edu) or call (828) 726-2720.

Date of Request \_\_\_\_\_

Type of transcript requested:

College

Please include graduation statement on transcript

Continuing Education

Adult High School (Year graduated from CCC&TI \_\_\_\_\_)

Note: For GED transcripts/test results taken in NC, contact:

GED Administrator, North Carolina Community College System, 5024 Mail  
Center, Raleigh, NC 27699-5024, or Fax to: (919) 807-7172 or (919) 807-7164  
CCC&TI does not maintain these records.

Transcript to be mailed immediately (please provide contact information below)

Hold transcript until the end of semester:

Fall

Spring

Summer

Other names that you may have used at CCC&TI: \_\_\_\_\_

Student's current name and address

**Change name and/or address on college records to reflect information below**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone Number (**REQUIRED**)

Home \_\_\_\_\_  Business \_\_\_\_\_

Cell \_\_\_\_\_  Other \_\_\_\_\_

Student's SSN # or Student ID \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student Copy (No. of copies \_\_\_\_\_)

Official Copy (No. of copies \_\_\_\_\_)

Method of official transcript delivery:  To be picked up (Photo ID Required\*)  To be mailed  To be faxed

If you requested delivery by mail, provide address below

If you requested delivery by fax, provide fax number below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\* Transcripts held for pickup will be shredded if they have not been claimed in 30 days.

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
Date

CCC&TI is an equal opportunity educator and employer.

**Office use only**  
**Date transcript sent** \_\_\_\_\_