

CCC&TI Transcript Request

Dear Student

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

Caldwell Community College & Technical Institute
2855 Hickory Boulevard
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 or call (828) 726-2720.

All financial obligations to the college must be cleared before any transcript will be released. It is recommended that at least one week be allowed for the processing and mailing time of transcripts. Every effort is made to process transcripts in a timely manner. CCC&TI does not charge a processing fee for transcript requests.

Personal Information

Name _____ Student ID# or SSN # _____
Last First Middle

Other Names You May Have Used _____ Date of Birth ____/____/____

Address _____ City _____ State _____ Zip _____

Contact Telephone Number (REQUIRED)

Home _____ Business _____ Cell _____ Other _____

Transcripts

College Continuing Education Adult High School (Year graduated from CCC&TI _____)
Note: For GED transcripts /test results taken in NC, contact:
North Carolina Community College System, the GED Line
telephone number is (919) 807-7139.
CCC&TI does not maintain these records.

Student Copy (No. of copies _____)

Official Copy (No. of copies _____)

Method of Transcript Delivery

Transcript to be mailed now Hold until grades are recorded for current semester
 To be picked up (Photo ID Required) Caldwell Campus Watauga Campus
If you requested delivery by mail Hold until degree/graduation is recorded
_____ To Be Faxed (unofficial only) _____

Office use only	Revised 9/08
Date transcript sent _____	Total _____

My signature below authorizes release of my student transcripts/records.

SIGNATURE: _____ **DATE:** _____

CCC&TI is an equal opportunity educator and employer.