



## Workforce & Economic Development Request for Transcript (non-credit)

Please complete a separate request form for each transcript copy that you want.

**NO TRANSCRIPT WILL BE ISSUED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE HAVE BEEN SATISFIED. WE DO NOT FAX TRANSCRIPTS. THE REGISTRAR'S OFFICE REQUIRES A 24-HOUR NOTICE OF A TRANSCRIPT REQUEST.**

Name	<input type="text"/>	SSN*	<input type="text"/>
Date of Birth	<input type="text"/>	Phone Number	<input type="text"/>
Last term of enrollment (include current term)	<input type="text"/>		

**Mail to:** Richmond Community College WED - PO Box 1189 - Hamlet, NC 28345 **OR fax to:** (910) 410-1829

**You may also email the request directly to [ceregistrar@richmondcc.edu](mailto:ceregistrar@richmondcc.edu).**

**For any questions, contact the assistant registrar at (910) 410-1703**

***\*SSN is needed for Official transcripts.***

**DO YOU WANT:**  To pick up transcript  The College to mail the transcript to:

Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
Country	<input type="text"/>		

Signature: \_\_\_\_\_

Current Date

**FOR OFFICIAL USE: Transcript issued (date) \_\_\_\_\_ By: \_\_\_\_\_**