



# MARTIN COMMUNITY COLLEGE

## CURRICULUM TRANSCRIPT RELEASE AND PLACEMENT FORM

\$2 FOR EACH OFFICIAL TRANSCRIPT

Your transcript can be purchased one of two ways:

**BY MAIL:** (INCLUDE THE \$2 FEE)

Mail **THIS** request form to:  
Martin Community College  
**Attn:** Registrar's Office  
1161 Kehukee Park Road  
Williamston, NC 27892

OR

**BY PHONE**

If you have a debit or credit card the Business Office Cashier can accept your information over the phone.  
Please call - (252) 789-0221  
Fax this form to the Registrar's Office  
Fax: (252) 789-0311

Please make check or money order payable to:

**Martin Community College Business Office**

**Instructions:** Please print this form and complete the information below.

Your Name \_\_\_\_\_

Former Name \_\_\_\_\_

*(As it appears on your MCC transcript if different from above)*

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

*Please use the (mm/dd/yyyy) format*

Telephone Number (    ) \_\_\_\_\_

*This information is needed in case we need to contact you for any reason.*

Current Address \_\_\_\_\_  
\_\_\_\_\_

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

Date \_\_\_\_\_

Please process my transcript as indicated:

Send Now

Send after  Spring Semester

I will pick-up transcript

Summer Semester

Fall Semester

Please send an official copy of my MCC transcript to: *(for additional destinations, please list on a separate sheet of paper.)*

Company, Institution, or Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

For Continuing Education transcript,  
please contact:

Leslie I. Bond, Continuing Education Secretary  
(252) 789-0248

For GED Transcript request, click or logon to this website:

<http://www.nccommunitycolleges.edu/college-and-career-readiness/high-school-equivalency/high-school-equivalency-records>

Please allow 24 to 48 hours processing time for MCC transcripts only.  
For your protection, **DO NOT E-MAIL** this form. E-Mail requests will not be honored.