



Transcript Request Form

Mail to:
Transcript Request
PO Box 1189
Hamlet, NC 28345

Need to send your transcript electronically? Order online at www.richmondcc.edu/transcripts

Official transcripts ordered online cost \$7.00.

If you order your transcript online, you can get it by email, by mail, or pick it up on campus.

In person requests:

Transcripts with same day (on demand) processing cost \$10.00.

Transcripts with one business day processing cost \$2.00.

Payment accepted includes check, money order, cash, Visa, MasterCard, Discover, and tap-to-pay.

There is no charge for an unofficial transcript. They require one business day to process.

Mail in requests:

Mail the completed and signed request to the address above. Include \$2.00 for each official transcript requested.

There is no charge for an unofficial transcript. They require one business day to process.

Your college transcript will include curriculum and continuing education courses.

For Adult High School transcripts, please call (910) 410-1779.

For high school equivalency transcripts, including GED and HiSET, go to <https://diplomasender.com/>

Regulations Governing the Release of Transcripts:

The Family Education Rights & Privacy Act of 1974 (FERPA) requires the written consent of the student before any information can be released.

Last Name: First Name: Middle Initial:

Former/Maiden: SSN/Student ID#:

Date of Birth: Phone Number:

Do you want: ☐ Official Transcript (signed and sealed) ____ # Copies ☐ Unofficial (student copy) ____ # Copies

Should we: ☐ Issue transcript now ☐ Hold until grades are posted ☐ Hold until graduation information is posted

Do you want: ☐ To pick up transcript ☐ Transcript mailed

Print the complete name and address of the person or institution to which this transcript is to be released:

Transcript requests may not be processed if there is a hold on the student's account.

Student's Signature: _____ **Date:** _____

FOR OFFICE USE: Transcript provided on: ____/____/____ Provided by: _____