

**Randolph Community College**  
Request for Curriculum Transcript  
Institution Code 005447

Date payment recd: \_\_\_\_\_  
Amount received: \_\_\_\_\_  
Payment recd by: \_\_\_\_\_

No transcript of a student's record will be issued until all financial obligations to the College have been satisfied. **PLEASE PRINT.**

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Contact: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Submission of Social Security number is voluntary and is used for student identification & consistency in record keeping.)

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street or P.O. Box Number

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your name while enrolled (if different from above) \_\_\_\_\_

Years attended RCC: From \_\_\_\_\_ To \_\_\_\_\_ Any other dates \_\_\_\_\_

Program of Study(s): \_\_\_\_\_

**Type of Transcript:**

- Official academic transcript (other colleges and most employers require official transcripts)  
(\$5 each - fee payable to the Business Office prior to request in person, by mail, or phone 633-0292)
- Non-Official academic transcript (student copy - no charge)  
Number of Non-Official copies needed: \_\_\_\_\_
- Placement test scores (No charge)

Send Transcript:  Now  At the End of Semester  When I Graduate

**Do you want?**

- To pick up transcript (Photo I.D. required. If not picked up, transcript will be discarded after 60 days)
- Someone else to pick up transcript. If so, person's name \_\_\_\_\_  
(This person must have a photo I.D. to pick up your transcript.)
- Mail transcript to address below: (if different from above)

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

**Mail or fax this form to:**  
Randolph Community College  
PO Box 1009, Asheboro, NC 27204-1009  
Fax: 336-629-9547

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

There is a minimum of at least  
**24 HOURS**  
processing time on all academic transcripts.

FOR OFFICE USE  
Transcripts mailed: \_\_\_\_\_  
Transcripts picked up: \_\_\_\_\_  
By: \_\_\_\_\_