



Creating Opportunities.  
Changing Lives.

# Office of Admissions, Records & Registration

629 Industrial Park Avenue • Asheboro, NC 27205  
336-633-0200 • www.randolph.edu

## Request for Unofficial Curriculum Transcript

**\*Last Four of Digits of**

**Social Security Number** \_\_\_\_\_ **Student ID#** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

\*(Submission of Social Security No. 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

**Contact #**

( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_

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

**Years attended RCC:** From \_\_\_\_\_ To \_\_\_\_\_

**Program of Study:** \_\_\_\_\_

### **Step 1: What type of transcript do you want?:**

- Non-Official academic transcript (student copy - no charge)
- Enrollment Verification (No charge)
- Placement Test Scores (No charge)

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

### **Step 2: What do you want done with the transcript?**

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 this form to:**  
**Office of Admissions, Records and Registration**  
**Randolph Community College**  
**629 Industrial Park Ave.**  
**Asheboro, NC 27204-1009**  
**Fax # 336-629-4695**

**YOUR SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **FOR ADMISSIONS OFFICE USE:**

Date transcript mailed: \_\_\_\_\_ Date transcript picked up: \_\_\_\_\_

Processed/Received By: \_\_\_\_\_

**There is a minimum of AT LEAST 24 HOURS  
processing time on all academic transcripts.**