



Office of The Registrar  
 One Armory Square  
 PO Box 9000  
 Springfield, MA 01102-9000  
 413-755-4321

DATE OF REQUEST

LAST NAME	
FIRST NAME	MAIDEN NAME
STUDENT ID # or SSN	

**\*STUDENT'S SIGNATURE REQUIRED TO PROCESS REQUEST\***

Mail To:

2009WebRev/drp

### Transcript Request Form

Transcripts will be processed in two working days.  
 The cost for an official transcript is **\$3.00** per copy.

HOME ADDRESS		
CITY	STATE	ZIP
PHONE		

APPROXIMATE YEARS OF ATTENDANCE:  To

- Unofficial    \_\_\_ Number of copies     Pick up
- Official        \_\_\_ Number of copies     Mail out
- Do you wish to hold for **final** grades (if currently enrolled)?

If yes, please allow 2 weeks after class/session ends to process your request.

_____	_____	<input type="text"/> / <input type="text"/> / <input type="text"/>
Bursar's Office	Registrar's Office	Date Processed

- The cost for an **official transcript** is **\$3.00** per copy. Please make check or money order payable to STCC.
- There is **no cost for unofficial transcripts**.
- Transcripts will be **processed in two working days** (official or unofficial).
- If you indicate that you wish to “hold for final grades,” your request will not be processed until final grades are posted for the semester in which you are currently enrolled.
- **Transcripts cannot be faxed.**
- **Faxed requests will not be accepted. \*Unsigned requests will not be processed.**
- Transcript requests will not be processed if your STCC account has an outstanding balance.