MERCER County Community College
www.mccc.edu

Official Credit Transcript Request Form

There is a $5 fee for each Official Transcript. ❑ Official Transcript

Un-Official Transcripts are available for free. ❑ Un-Official Transcript

When processing this form please print neatly with a pen. Complete all items. Use a separate form for each addressee.

1) Submit this form, with payment, to the Office of the Bursar.

2) _____Copies

3) Indicate **when** transcripts are to be sent. ❑ SEND NOW ❑ HOLD for posting of grades ❑ HOLD for degree posting

Term: _____

To Make Payment, Mail Check To:

Mercer County Community College • PO Box 17202 • Trenton, NJ, 08690-1099

or fax with credit card information to: 609-570-3858

Student's Name: _____
Last First Middle

Address: _____ Apt.# _____

City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____

4) **Print your name and present address** in the above box. Print plainly. ❑ Check here if address has changed.

5) Student ID/SS #: _____

Birth Date: _____

6) **List maiden name or other names used at Mercer County Community College:** It is your responsibility to notify the recipient of the transcript of the name under which the transcript was recorded. _____

7) **Please sign and date:**
I request that a transcript(s) be sent to the address specified at right. (Use a separate form for each addressee)

_____
STUDENT'S SIGNATURE DATE

8) **Please print in the box below the exact name and address where the official or un-official transcript is to be sent.**

Institution Name: _____

Office of: _____

Address: _____

City: _____ State: _____ Zip: _____

ATTENTION!

Transcripts will ***NOT*** be released until ***ALL*** financial obligations are met.

For Payment by Credit Card:

☐ VISA ☐ MasterCard ☐ AMERICAN EXPRESS ☐ DISCOVER

Card Number | | | | | | | | | | | | | | | | |

CVV2 Number (3-digit number on back of card; 4-digit number on front of American Express) | | | |

Cardholder name _____

Card expiration date _____

Amount to be charged $_____

Cardholder signature _____