

UNOFFICIAL* TRANSCRIPT REQUEST

Email request to: studentrecords@ncstatecollege.edu or

Fax request to: Student Records Office at 419-755-4729

Please Print: Use Blue or Black Ball-Point Pen

| Student Information | | |
|---------------------|------------|-------|
| _____ | _____ | _____ |
| Last Name | First Name | MI |
| _____ | | |
| Address | | |
| _____ | | |
| _____ | _____ | _____ |
| City | State | Zip |

| | |
|-------------------|-------|
| Student ID Number | _____ |
| Birth Date | _____ |
| Former Name(s) | _____ |

| <u>Identity Verification Method** (Must Choose One Option)</u> |
|--|
| Form emailed from NCSC Student email account |
| Student ID Number and Birth Date |
| Copy of government-issued photo ID |

| Send Transcript To: |
|---|
| _____ |
| _____ |
| _____ |
| <i>Please check if picking up in person</i> |

Student Signature

Today's Date

**Please Note: Most colleges and universities require official transcripts to complete admissions and evaluate transfer credit. Unofficial transcripts are typically for personal use or preliminary review and may not be accepted for formal decisions.*

****FERPA Rules prohibit North Central State College from releasing information to students without first verifying a student's identity. Requests to have transcripts sent by email to a personal email address, received without Student ID Number and Birth date, or without a copy of a government-issued photo ID will NOT be fulfilled.**