MARTIN COMMUNITY COLLEGE

CURRICULUM TRANSCRIPT AND PLACEMENT TEST SCORE RELEASE FORM \$2 FOR EACH OFFICIAL TRANSCRIPT. THERE IS NO CHARGE FOR PLACEMENT TEST SCORES.

Your transcript payment may be submitted by mail or by phone.

BY MAIL:

BY PHONE/FAX/EMAIL:

Mail this request form and payment to:

Martin Community College *Attn*: Registrar's Office 1161 Kehukee Park Road Williamston, NC 27892

Make check or money order payable to: Martin Community College.

If you have a debit or credit card, the Business Office Cashier can accept your information over the phone. Please call (252)789-0221.

Fax or scan and email this form to the Registrar's Office. Fax: (252) 789-0311

Email: registrar.office@martincc.edu

Instructions: Print and complete this form. Please allow 24-48 hours processing time.

Former Name: (As it appears on your MCC Transcript if different from above) Date of Birth: Phone:	Student Name:			
Date of Birth:	Former Name:			
Current Address: Choose preferred options: Send Transcript Send Placement Test Score Report Send Both Provide the month/year placement test was taken/ Send Now Send After Spring Semesters I will pick-up transcript Summer Semester Fall Semester Fall Semester Send the requested materials to (provide complete mailing address): (for additional destinations, please list on the back of this form) Office Use Only		(As it appears on yo	our MCC Transcript if differ	ent from above)
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