

TRANSCRIPT REQUEST

Processed 5-7 Business Days



Return to: Pitt Community College
Continuing Education & Community Development
PO Box 7007
Greenville, NC 27835-7007

Please complete all information. There is a \$3 fee for each official transcript requested. Transcripts must be paid for in advance by debit/credit card, certified check, or money order. Certified checks should be made payable to Pitt Community College. **NOTE: We are unable to issue a transcript without your signed authorization.** For further information, contact the Continuing Education Admissions & Registration desk at (252) 493-7388.

In compliance with the **Family Educational and Privacy Act of 1974: Public Law 93-380, Section 438**, I hereby grant Pitt Community College the right to release my official transcript to:

Name of Person (Firm, Agency or Institution) requesting transcript:

Current Address:

Mailing Address:

Phone Number: _____

Method of Delivery: Mail Pick-up

Date(s) attended Pitt Community College: _____ to _____

Social Security Number or Student ID#: _____

Date of Request: _____

Name used in school if different from above: _____

Signature: _____

For Office Use Only:

Date Received: _____ Date Completed: _____ Staff Initials: _____

CREDIT CARD PAYMENT FORM

Name: _____

Company/Organization Sponsor (if applicable): _____

Colleague ID# or SSN: _____

Phone #: _____

Please charge \$ _____ to my credit card.

Mastercard Visa American Express Discover

Credit Card #: _____ Exp. Date: _____ - _____ CVV #: _____

Authorized Signature

Date