



University of North Carolina at Charlotte
Office of the Registrar

Transcript Request

To receive a transcript, you **must** not owe any outstanding fees

Please fill out one request form for each address to which you want your transcript sent. You must print the form and follow the directions below. **This is not an electronic form.**

UNCC ID Number	<input type="checkbox"/> Hold for grades <input type="checkbox"/> Hold for degree <input type="checkbox"/> Send immediately	Last Year Enrolled/Graduated		Number of Copies
Last Name		First Name	Middle Initial	Maiden Name
Current Street Address				Date of Birth
City	State	Zip Code	Telephone Number	
Signature		Email Address	Today's Date	
<p>Please allow 3-5 working days, once received in our office for processing. There will be delays during grading periods at the end of each semester.</p>				

MAIL TO: or Fax (Faxed Transcripts are UNOFFICIAL and incur a \$5.00 charge)

Name		<p>There is a charge of \$5.00 for each transcript requested.</p> <p>Mail to UNC-Charlotte Office of the Registrar 9201 University City Blvd Charlotte, NC 28223-0001</p> <p>OR</p> <p>You may FAX your request to (704) 687-3340 We accept VISA, MasterCard, American Express, and Diners Club</p>
Street Address (or fax number)		
City	State Zip Code	

BILLING INFORMATION:

Cardholder Name	Card Number	Expiration Date
Cardholder's Signature		