



Office of the Registrar
Official Transcript Request Form

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. Incomplete form(s) will not be processed. This is not an electronic form.
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.
To receive a transcript, you must not owe any outstanding fees.

STUDENT INFORMATION

UNCC ID Number (If Known): Last Year of Attendance: Degree Program:
Last Name: First Name: Middle Initial:
Date of Birth: Other Names/ Maiden Name:
Current Street Address:
City: State: Zip Code: Nation:
Telephone Number: Email Address:
Student Signature: Today's Date:

[ ] TRANSCRIPT REQUEST FOR PICK UP ON CAMPUS.

OR

MAILING INFORMATION

[ ] TRANSCRIPT REQUEST FOR MAILING (do not complete if picking up on campus).

Issue to: Number of copies:
Street Address:
City: State: ZIP Code: Nation:

Mail Transcript Request to: UNC Charlotte Office of the Registrar 9201 University City Blvd Charlotte, NC 28223-0001 OR Fax to: (704) 687-6121 or email to: transcripts@uncc.edu