



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:

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.

BY PHONE/FAX/EMAIL:

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.

Student Name: _____

Former Name: _____
(As it appears on your MCC Transcript if different from above)

Date of Birth: _____ **Phone:** _____
(mm/dd/yyyy)

Current Address: _____

Student Signature (required): _____ **Date:** _____

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

Send the requested materials to *(provide complete mailing address):*

(for additional destinations, please list on the back of this form)

Office Use Only

Receive Date: _____ Payment Received Process Date: _____ Mail Date: _____