

BUCKS COUNTY COMMUNITY COLLEGE

Office of Admissions, Records and Registration
275 Swamp Road, Newtown, Pa 18940

REQUEST FOR TRANSCRIPT

No transcript of a student's record will be furnished for any student or alumnus whose financial obligations to the college have not been satisfied. The fee is two dollars per copy. **Note: This form cannot be submitted electronically. Please fill it out, print it, and mail it, along with \$2.00, to the address below, or fax it to the Office of Admissions, Records, and Registration at 215-968-8110. Students faxing requests should also complete the [Credit Card Information form](#).**

Please **PRINT** Clearly and Firmly

Student Number _____ Social Security Number _____ Date of Birth _____

Student Name _____
Last First Middle Former

Current Address _____
Street or P.O. Box

_____ City State Zip

Currently Enrolled? _____ Yes _____ No Year Last Attended _____

Send _____ Copies to:

Institution/Organization _____

Address _____

_____ City State Zip

SPECIAL INSTRUCTIONS:

- _____ A. Send NOW
- _____ B. Hold until current grades are posted
- _____ C. Hold until Degree is posted
- _____ D. Hold until Certificate is posted
- _____ E. Hold for change of Grade (Course _____)
- _____ F. Hold for removal of Incomplete (Course _____)
- _____ G. Hold for Repeat of Course (Course _____)

Transcripts are WITHHELD for any student who owes the College money.
Transcripts given to the students are stamped "Student Copy."
Transcripts are released only by a request SIGNED by the student.
Transcripts requests should be made at least 24 hours before transcripts are needed.
***Every attempt is made to properly mail requests. The College can assume no responsibility for final delivery.

By my signature, I authorize Bucks County Community College to release transcripts to the recipient listed above. .

***** Federal Law requires student signature to authorize the release.*****

Student Signature

Date

\$2.00 Fee per copy

Paid _____

White: Admissions

Yellow Bookkeeping

Pink: Student

source: yorkg/word/(m:)/03/00-tranreq