

SURRY COMMUNITY COLLEGE

630 South Main Street

Dobson, NC 27017

Corporate & Continuing Education Transcript Request Form

(choose one)

Please forward a (student official) copy of my CEU transcript to the following address:
Requesting Official Transcripts by mail: \$3 charge per official copy – please include check or money order for the total number of copies and make payable to SCC (driver’s license number must be included on check).
Requesting Official Transcripts by fax: \$3 charge per official copy - please include credit/debit card number, type of card, expiration date, and security code (back of card) on this form and fax to 336-386-3691.

Forward Transcript to:

| | | |
|-------------------|--------|-----------|
| Name/Institution: | | |
| Street Address: | | |
| City: | State: | Zip Code: |

Student Information:

| | | | |
|-----------------|-------------------------------------|----------------|---------------------------------------|
| Last: | First: | Middle/Maiden: | Former Name: (If name has changed) |
| Street Address: | | | |
| City: | State: | Zip Code: | |
| Telephone: | Social Security # or Colleague ID#: | Birthdate: | |

_____ Student Signature _____ Date

Mail to: Surry Community College
Corporate & Continuing Education Division
630 South Main Street
Dobson, NC 27017

Request for unofficial copies may be faxed to (336) 386-3691

| | | |
|------------------------------------|--------------------------------------|--------------------------------|
| Official Transcript Charge | <i>Visa</i> | CETRA (AR Code) |
| \$3 per Official Copy x ____copies | <i>Mastercard</i> | CETRS (NARD) NonCIS Transcript |
| Total Amount Received: ____ | <i>Discover</i> | <i>Expiration Date</i> |
| | <i>American Express</i> | <i>For Office Use Only</i> |
| | <i>Debit</i> | <i>Security Code</i> |
| | <i>Credit</i> | |
| | - | - |
| | | - |
| _____ Date Forwarded | _____ SCC Continuing Education Staff | |