

SURRY COMMUNITY COLLEGE  
630 South Main Street  
Dobson, NC 27017

Corporate & Continuing Education Transcript Request Form

(circle 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).

**Forward Transcript to:**

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

**Student Information:**

|                 |  |                |   |
|-----------------|--|----------------|---|
| Last:           | First:                                   | Middle/Maiden: | Former Name:<br><br>(If name has changed) |
| Street Address: |  |                |   |
| City:           | State:                                   | Zip Code:      |   |
| Telephone:      | Social Security Number 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

|  |  |
|--|--|
| <p><b>Official Transcript Charge</b><br/>\$3 per Official Copy x _____ copies<br/>Total Amount Received: _____</p> | <p>CETRA (AR Code)<br/>CETRS (NARD) NonCIS Transcript<br/><i>For Office Use Only</i></p> |
| Date Forwarded   | SCC Continuing Education Staff   |