

Transcripts

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Official Transcripts

To obtain an official copy of your transcript, print the **Records Request Form** (http://nccc.edu/uploadedFiles/Academic_Affairs/Registrar/RECORDS_REQUEST_FORM_12-12_REV%281%29.pdf), sign and mail it, together with your check in the amount of \$7.00/per transcript made payable to North Country Community College, to: Records Office, NCCC, PO Box 89, Saranac Lake, NY 12983-0089. FAX your completed form to: (518) 891-4236 or scan to records@nccc.edu (<mailto:records@nccc.edu>). *Credit cards accepted* over the phone directly to our Business Office, (518) 891-2915 ext 1688. *PLEASE NOTE, that to comply with Federal law, your signature must be on the Records Request Form* (http://nccc.edu/uploadedFiles/Academic_Affairs/Registrar/RECORDS_REQUEST_FORM_12-12_REV%281%29.pdf). *At this time, emailing to another institution is not acceptable under the law. NOTE: Official transcripts cannot be faxed.*

Unofficial Transcripts

To obtain an unofficial copy of your transcript, print the **Records Request Form** (http://nccc.edu/uploadedFiles/Academic_Affairs/Registrar/RECORDS_REQUEST_FORM_12-12_REV%282%29.pdf), sign and mail it to: Records Office, NCCC, PO Box 89, Saranac Lake, NY 12983-0089. There is no fee for an unofficial transcript. *PLEASE NOTE that, to comply with Federal law, your signature must be on the Records Request Form* (http://nccc.edu/uploadedFiles/Academic_Affairs/Registrar/RECORDS_REQUEST_FORM_12-12_REV%282%29.pdf). *At this time, emailing to another institution is not acceptable under the law.*

Verification of Enrollment Letters

For loan deferment, insurance or other purposes, a verification of your enrollment at the College is often required. This can be requested using the **Records Request Form** (http://nccc.edu/uploadedFiles/Academic_Affairs/Registrar/RECORDS_REQUEST_FORM_12-12_REV%282%29.pdf). There is no fee for this service. *PLEASE NOTE, that to comply with Federal law, your signature must be on the Records Request Form*

Faxing Fee

If you desire to have any record faxed, there is a \$2.00 per page fee in addition to any other appropriate records fee. Please contact the Records Office by **e-mail** (<mailto:records@nccc.edu>) or 1-888-879-6222 or 518-891-2915 ext. 1245, for further information. NOTE: Official transcripts cannot be faxed.

Health Records

To obtain copies of your health and/or immunization records, please **contact the Office of Campus & Student Life** – 518-891-2915 ext. 1204 or healthrecords@nccc.edu (<mailto:healthrecords@nccc.edu>) or fill out the Health Records Request Form. (http://nccc.edu/uploadedFiles/Academic_Affairs/Registrar/Immunization_Request_Form_1-13_REV.pdf)