

NORTH COUNTRY CC

COLLEGE OF ESSEX & FRANKLIN



23 Santanoni Avenue, P. O. Box 89 Saranac Lake, NY 12983-0089





RECURDS REQUE	51 FURM		
	Please print all information	neatly and clearly.	Any fees must be paid prior to issuance of records.
Name	MI		Social Security #:
First Other Names Used		Last	
			Phone Number:
Current address:			-
			Date of this Request:
E-Mail address:			1 Student's Signature (Required)
DOCUMENT(S) NEEDE	ED		
☐ OFFICIAL Transcript	t (\$7.00 each) - # of co	pies:	
□ UNOFFICIAL Transc	ript (no fee) - # of copi	es:	
 Verification of Enrol Reason for Verification 	iment Letter (no fee): ation of Enrollment L	etter:	
□ Insurance □ Loar	n Deferment □ Other_		
☐ Other Records Need	ed:		
MAILING INSTRUCTIONS: M.		MAII	L DOCUMENT TO: You are responsible for exact name,
		offic	e & complete address to which form is to be sent.
☐ Mail out immediate	ly		•
¬			
☐ Hold for semester g	rades		
□ Hold until degree is	posted		
□ Will pick up on:			
□ Will pick up on:		,	
☐ FAX unofficial transcript (\$2.00 fee per page) (Official Transcripts cannot be faxed)			
(Official Transcrip	ots cannot be laxed)		
M	AKE ALL CHECKS PA	YABLE TO: NO	RTH COUNTRY COMMUNITY COLLEGE
OFFICE USE ONLY – Date	Paid: Amou	unt Paid:	Receipt # Initials:

Date Sent/Picked Up: ______ By: __

Transcripts

Home (http://www.nccc.edu) / Transcripts

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 institutution 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)