



NORTH COUNTRY CC

COLLEGE OF ESSEX & FRANKLIN

OFFICE OF THE REGISTRAR

23 Santanoni Avenue, P. O. Box 89

Saranac Lake, NY 12983-0089

Phone: 518 • 891 • 2915 ext. 1245 Email: records@nccc.edu Fax: 518 • 891 • 4236



RECORDS REQUEST FORM

Please print all information neatly and clearly. Any fees must be paid prior to issuance of records.

Name _____
First MI Last

Social Security #: _____

Other Names Used _____

Phone Number: _____

Current address: _____

Date of this Request: _____

E-Mail address: _____

Student's Signature (Required)

DOCUMENT(S) NEEDED

OFFICIAL Transcript (\$7.00 each) - # of copies: _____

UNOFFICIAL Transcript (no fee) - # of copies: _____

Verification of Enrollment Letter (no fee):

Reason for Verification of Enrollment Letter:

Insurance Loan Deferment Other _____

Other Records Needed: _____

MAILING INSTRUCTIONS:

MAIL DOCUMENT TO: You are responsible for exact name, office & complete address to which form is to be sent.

Mail out immediately

Hold for semester grades

Hold until degree is posted

Will pick up on: _____

FAX unofficial transcript (\$2.00 fee per page)
(Official Transcripts cannot be faxed)

MAKE ALL CHECKS PAYABLE TO: NORTH COUNTRY COMMUNITY COLLEGE

OFFICE USE ONLY - Date Paid: _____ Amount Paid: _____ Receipt # _____ Initials: _____

Date Sent/Picked Up: _____ By: _____

Transcripts

Official Transcripts

To obtain an official copy of your transcript, print the **Records Request Form**, 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**. 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**. 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**, 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**. 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**. There is no fee for this service. *PLEASE NOTE, that to comply with Federal law, your signature must be on the **Records Request Form**. At this time, emailing to another institution or agency is not acceptable under the law.*

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** 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** or fill out the Health Records Request Form.