



## COMMUNITY COLLEGE OF BEAVER COUNTY

Admissions & Registration  
1 Campus Drive  
Monaca, Pennsylvania 15061 - 2588

### TRANSCRIPT REQUEST FORM

The College transcript is an official record of a student's academic work. An official transcript bears the signature of the Registrar and the seal of the College.

1. Submit this signed form to Admissions & Registration
  - Mail: CCBC, 1 Campus Drive, Monaca, PA 15061
  - Email: [transcripts.request@ccbc.edu](mailto:transcripts.request@ccbc.edu)
  - Fax: 724 – 480 – 3569
2. Please allow three working days for the preparation of your transcript.
3. All financial obligations must be paid prior to the release of any transcripts.
  - Mailing of your official transcript is free of charge.
  - Immediate pickup of your official transcript costs \$5.00 per transcript.
  - If you prefer an electronic transcript, please visit [ccbc.edu/transcripts](http://ccbc.edu/transcripts) and request through the National Student Clearinghouse link. The cost is \$3.25 per transcript.

### Student Information

Your Name \_\_\_\_\_

Previous Name (if applicable) \_\_\_\_\_

Social Security # or CCBC student ID # \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Birthdate \_\_\_\_\_

Student Signature \_\_\_\_\_

**Phi Theta Kappa**

### Mail Transcripts To

Name \_\_\_\_\_

Department \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Please check if applicable

Send my transcript...

After grades are posted

After degree is awarded