



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
 - 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 and request through the National Student Clearinghouse link. The cost is \$3.50 per transcript.

Student Information

Your Name _____

Previous Name (if applicable) _____

Social Security # or CCBC student ID # _____

Street _____

City _____ State _____ Zip _____

Phone # _____ Birthdate _____

Student Signature _____

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Phi Theta Kappa

Mail Transcripts To

Name _____

Department _____

Street _____

City _____ State _____ Zip _____

Please check if applicable

Send my transcript...

☐

After grades are posted

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After degree is awarded