



Request for Transcript

To Be Sent to Mitchell Community College Admissions and Records Office

Attention _____
Name of High School, State GED Office, College or Testing Service

Type of transcript requested:

High School College CPT

Scores are accepted from CPCC, Caldwell CC and TI, Surry CC, and Forsyth CC only.

GED Certificate and Test Scores

Year Tested _____ Location _____

For GED test taken in NC:

Fax request to 919.807.7164

Mail request to State GED Office
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Phone 919.807.7138 or 919.807.7137

Please send an official transcript of my record to the address shown below. To be official, the transcript ***must*** be sent in a sealed envelope. ***High school transcripts must indicate graduation date.*** Attach this form or a copy of this form to my transcript to ensure proper identification.

Mitchell Community College
Attn: Admissions and Records
500 West Broad Street
Statesville, NC 28677-5264

Student's Full Name (please print) _____

Name under which enrolled (if different) _____

Social Security Number _____ Birthdate _____

Current Address _____

City/State/Zip _____

Dates of Attendance _____ Graduation Date _____

Student's Signature _____ Date of Request _____

PLEASE NOTE: Most colleges and some high schools charge a fee to process transcript requests. Check with your school for the appropriate fee which must be enclosed with this request form.