



# Transcript Request

UNC Charlotte Extended Academic Programs  
320 E. 9th Street  
Charlotte, NC 28202  
Phone: 704-687-8900  
Fax: 704-687-8691

This document is only for Continuing Education, if you are looking for a transcript for degree/credit based programs, please go to the Registrar's Office site <http://registrar.uncc.edu/forms/transcript.pdf>.

Please fill out one request form for each address to which you want your transcript sent. You must fill the information out below completely. **This is not an electronic form.**

Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Maiden Name	<input type="text"/>
Current Street Address	<input type="text"/>					Date of Birth	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>	Phone Number	<input type="text"/>
Signature	<input type="text"/>		E-mail Address	<input type="text"/>		Today's Date	<input type="text"/>
Program(s) Completed	<input type="text"/>					Number of Copies	<input type="text"/>

Please allow 3-5 business days once received in our office for processing time. Longer should you be requesting a transcript for a program that was not conducted through Extended Academic Programs, but through the Registrar.

MAIL to or FAX to or EMAIL to (Faxed and Emailed Transcripts are UNOFFICIAL.)

Company Name	<input type="text"/>						
Attention	<input type="text"/>						
Street Address or email or fax number	<input type="text"/>						
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>		

## PAYMENT INFORMATION:

There is a charge of \$5.00 for each transcript requested.  
Payment choices are:

Check

Make payable to: UNC Charlotte - Continuing Education  
Mailing address: 320 E. 9th Street  
Charlotte, NC 28202

Credit Card

We accept VISA, MasterCard and American Express.  
**We will contact you directly for your credit card information upon receipt of this document.**