



North Carolina Central University
Office of the Registrar

Processes to Order an Official NCCU Transcript

Important Information:

- **Please allow 2-3 business days for the processing of transcripts.**
- Transcripts requested for pickup in the Registrar's Office must be claimed within two weeks of processing. Transcripts not picked up within the two weeks will be mailed to the student.
- **Please note that PRIORITY *MAIL* EXPRESS is a 1 to 2 day delivery by the US Postal Service.**
- **If ordering transcripts to be sent PRIORITY *MAIL* EXPRESS, your request must be received in the Registrar's Office no later than 11:00 a.m. to be sent on the same day. Any transcripts that need to be sent PRIORITY *MAIL* EXPRESS and the request is received after 11:00 a.m. will be sent on the next business day.**

Option 1 (Online Method):

1. The cost of an official transcript ordered online is **\$13.00**. Transcripts may be sent electronically or through U.S. mail. Go to <https://iwantmytranscript.com/nccu>. To create your account at this ordering site, follow these steps:
 - a. Go to <https://iwantmytranscript.com/nccu>
 - b. Go to 'Don't have an account?'
 - c. Fill in all of your information on the Create Your Account Screen and click SUBMIT
 - d. Proceed by filling out all the information on the Recipient Info Screen and click CONTINUE
 - e. Once you have completed these steps, look for the CONSENT FORM link.
 - f. Click DOWNLOAD FORM (then OPEN it)
 - g. Print out this form, sign and date it, and scan it to ess@credentialssolutions.com or fax to (847) 716-3710.
 - h. Your account is now ready! Anytime you need to order transcripts from North Carolina Central University, just login and follow the steps. No need to re-fax anything.

Please Note: When ordering transcripts to be sent PRIORITY *MAIL* EXPRESS, your request must be received in the Registrar's Office no later than 11:00 a.m. to be sent on the same day. Any transcripts that need to be sent PRIORITY *MAIL* EXPRESS and the request is received after 11:00 a.m. will be sent on the next business day.

Option 2 (Fax Method):

1. The cost of an official transcript is **\$10.00**. Payments may be made telephonically to the Bursar's Office at (919) 530-6209. **Office hours are 8:30 a.m. to 4:00 p.m.** Once payment is made, a confirmation number will be given to the student.
2. Download the [Request for Official Transcript](#) form. Fill out the request form completely, to include the payment confirmation number from the Bursar's Office. Fax the completed, signed form to the Office of the Registrar at (919) 530-7974.

Please Note: When ordering transcripts to be sent PRIORITY *MAIL* EXPRESS, your request must be received in the Registrar's Office no later than 11:00 a.m. to be sent on the same day. Any transcript requests that need to be sent PRIORITY *MAIL* EXPRESS and the request is received after 11:00 a.m. will be sent on the next business day.

Option 3 (U.S. Mail):

1. The cost of an official transcript is **\$10.00**. You may use the [Request for Official Transcript](#) form and mail in a cashier's check (**no personal checks please**) or money order made payable to North Carolina Central University, to the following address:

North Carolina Central University
Office of the Registrar
1801 Fayetteville Street
Room 102, Hoey Administration Building
Durham, NC 27707

****Please Note: When ordering transcripts to be sent PRIORITY *MAIL* EXPRESS, your request must be received in the Registrar's Office no later than 11:00 a.m. Any transcripts that need to be sent PRIORITY *MAIL* EXPRESS and the request is received after 11:00 a.m. will be sent on the next business day.**

2. Please be sure to include your signature.

Option 4 (Walk-In):

1. Students may complete a Transcript Request Form and pay for the transcript in the Bursar's Office, Room 12, in the basement of the Hoey Administration Building during **normal duty hours 8:30 a.m. – 4:00 p.m.**

Please allow 2-3 business days for the processing of your transcript.

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