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.**

Option 1 (Online Method):

1. The cost of an official transcript ordered online is $8.00. 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 **todsupport@scrip-safe.com** or fax to (513) 697-0012.
    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.

Option 2 (Fax Method):

1. The cost of an official transcript is $5.00. 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.

Option 3 (U. S. Mail)

1. The cost of an official transcript is $5.00. 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

2. Please be sure to include your signature.

Option 4 (Walk-In)

1. Students may complete a Transcript Request Form in the Office of the Registrar, Room 102, Hoey Administration Building during normal duty hours 8:00 a.m. – 5:00 p.m.

2. Payments will be made in the Bursar's Office. Two receipts will be given to the student. One is to be attached to the Registrar's Office copy of the request form and the second receipt is for the student's record. Once payment is completed, please turn in the request to the Registrar's Office.