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 $10.00. 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 $13.00. 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.

   **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.