BURLINGTON COUNTY COLLEGE

# Transcript Request Form

1. Official transcripts are not faxed. **Print your unofficial transcript from WebAdvisor (www.bcc.edu).**
2. Requests will be honored as quickly as possible in the order of receipt; however, there will be delays during peak registration periods. **A minimum of one week advance notice will be required.** Transcripts are not kept on file; they are generated through a computer.
3. Accounts must be cleared with the college before transcripts will be honored. Records will not be forwarded for students who have outstanding financial or other obligations to the college. **We will email your BCC email indicating that your request was not processed.**
4. Transcript requests coming from the off-campus centers take longer because processing time does not start until they reach the Pemberton Campus.
5. Processing time for "hold for current semester grades" requests take approximately two weeks from the time grades are submitted.
6. All grades updates are batch processed, not individually entered.
7. Transcript requests are processed daily. A new request card must be filled out if any information needs to be changed on the original request. **Please print the name and address of the person or office to which you would like the transcript sent.**

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*Please fill out the form below and submit to:* **Attn: Transcript Request**
**Burlington County College, 601 Pemberton Browns Mills Rd. Pemberton, NJ 08068 – 1599**
*or fax to:* **609-726-0401**

Social Security Number_____

Name _____
LAST FIRST MAIDEN

Current Address _____

Telephone Number_____ Email _____

- ☐ Immediately
- ☐ Electronically (If school participates)
- ☐ Hold for graduation date
- ☐ Hold for Grade(s)

(Transcripts will not be processed until a grade is submitted by the instructor)

- ☐ Fall
- ☐ Spring
- ☐ Summer I
- ☐ Summer II
- ☐ 4-7 week
- ☐ 10 - 12 week
- ☐ 14 week

*Note: No transcript will be honored without a complete address.*

Send transcript to: (Recipient 1)

_____
_____
_____
_____
_____

Number of copies: _____

Send transcript to: (Recipient 2)

_____
_____
_____
_____
_____

Number of copies: _____

Student Signature _____ Date_____

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