

BRUNSWICK COMMUNITY COLLEGE

TRANSCRIPT/TEST SCORES REQUEST FORM PLEASE PRINT

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IMPORTANT NOTE:

Please fill out this request completely and mail to your high school, GED, or adult high school diploma awarding institution and any colleges you have attended. This form is for your convenience and can be copied. You may submit requests for transcripts by other methods, but the transcript must be received in our office in the original sealed envelope from the awarding institution. When requesting transcripts, please be aware that many secondary and post-secondary schools charge a fee for this service.

Name of School Attended: _____

I have applied for admission to Brunswick Community College. Please send the following documents:

- Academic Transcript
- Placement test score (ASSET, COMPASS, ACT, SAT)
- Both (Academic Transcript and Test Score Results)

Please note my Social Security number on the official transcript and mail directly to:

Brunswick Community College
Admissions Office
P. O. Box 30
Supply, NC 28462-0030

If the transcript cannot be mailed, please notify me as soon as possible. A faxed transcript is not acceptable. I agree to any charges required.

Date of Birth		Entire Social Security #	
Legal Last Name & Title (Jr., Sr., etc.)	Legal First Name		Legal Middle Name
Former Last Name(s)	Former Last Name(s)	Former Last Name(s)	Former Last Name(s)
Current Address		City	State and ZIP Code
Home Phone #:		Cell Phone #:	
Enrollment Dates:		Program of Study:	
Date of Graduation:			
My signature below authorizes release of grades and standardized test results.			
Student Signature:			Date:

PLEASE RETURN THIS FORM TO BRUNSWICK COMMUNITY COLLEGE WITH TRANSCRIPT

NOTICE TO PROSPECTIVE STUDENTS
CONCERNING TRANSCRIPT REQUIREMENTS

If you graduated from high school, attended college or other post secondary schools, you must request that an official copy of your transcript be forwarded to Brunswick Community College. Use the enclosed **TRANSCRIPT/TEST SCORES REQUEST FORM**; mail it directly to each of the school(s) you attended. Feel free to make as many copies of this form as necessary.

In order to receive transfer credits from another institution, you must have an official copy of your transcript forwarded to Brunswick Community College.

If you completed GED requirements, you should forward a copy of GED test results or North Carolina Equivalency Certificate in lieu of a high school transcript.

If you did not finish high school, you can still attend Brunswick Community College. You can work on the GED requirements exclusively or in conjunction with regular course work. You will have one semester to complete GED requirements if enrolled in a program that requires high school completion.

If you are a "Special Student" (i.e. you plan to take courses but are not enrolled in a degree program), you are not required to provide a transcript unless you are enrolling in a College Transfer course. However, it is still a good idea to have a copy on file in the event you decide to enter into a degree program at a later date.

If you need to send for a transcript, **DO IT NOW** – do not wait until registration day. It usually takes two or three weeks for a transcript to arrive here at BCC after you have sent a request to the appropriate school(s).

You will have one semester to get your transcript(s) to BCC. Failure to comply will prevent registration for the following term.