Transcript Request Form

MAIN CAMPUS 21 Campus Circle ● Murphy, NC 28906 ● 828-837-6810
GRAHAM COUNTY CENTER 145 Moose Branch Road ● Robbinsville, NC 28771 ● 828-479-9256
CENTER FOR APPLIED TECHNOLOGY 2415 Airport Road ● Marble, NC 28905 ● 828-835-9564

TRI-COUNTY COMMUNITY COLLEGE

www.tricountycc.edu

GED & Adult High School students please note: In accordance with Federal regulations all GED transcripts can only be obtained at www.diplomasender.com. Adult High School transcripts are obtained directly from the College & Career Readiness Department at www.tricountycc.edu.

Name: _____
Last First M.I.

Previous Name (If applicable): _____ Social Security Number: _____

Current Mailing Address: _____
Address City Zip

Daytime Phone Number: _____ Date of Request: _____

Reason(s) for request: _____

Student's Signature (REQUIRED): _____

CURRICULUM

Attention:
Emily Burch, Registrar
Phone: (828) 835-4256
transcripts@tricountycc.edu

☐ **Curriculum Transcript**

**Curriculum courses are taken for college credit.*

Most recent semester enrolled: _____

_____ **# of personal copies** _____ **# of official copies**

Include Placement Test Scores ☐ **yes** ☐ **no**

☐ **Send now**
☐ **End of semester**
☐ **Pick up by:** _____
☐ **Email ****

Email Address: _____
Attention: _____

☐ **Please mail to:**

Person/Title: _____
Organization: _____
Address: _____
City, State, Zip: _____

CURRICULUM FEE POLICY

Unofficial Transcripts: $5.00
Official Transcripts: $5.00

CONTINUING EDUCATION

Attention:
Colleen Kelly, Receptionist - Center for Applied Technology
Phone: (828) 835-4279 ckelly@tricountycc.edu

☐ **Continuing Education Transcript**

**Continuing Education courses are short-term, non-credit offerings designed to provide education and training to gain new and/or upgrade current job-related skills.*

_____ **# of personal copies** _____ **# of official copies**

☐ **Send now**
☐ **Pick up by:** _____
☐ **Email ****

Email Address: _____
Attention: _____

☐ **Please mail to:**

Person/Title: _____
Organization: _____
Address: _____
City, State, Zip: _____

CONTINUING EDUCATION FEE POLICY

Unofficial Transcripts: $5.00
Official Transcripts: $5.00

***** Some institutions will not consider an emailed transcript as official. Please check with your institution.***

Transcript Payment Options:

1). Attach check or Money Order payable to Tri-County Community College 2). Pay in person at the Business Office: 21 Campus Circle, Murphy, NC 28906 3). Pay online **(CLICK HERE)**

Revised 09.2026