

How do I request an official transcript?

Option #1

1. Go to the Student Records website and open the Transcript Request form (<http://www.ncstatecollege.edu/cms/student-records.html>)
2. Print off form
3. Fill out form completely
4. Send or bring the form to the Cashier's Office with the \$5.00 fee per transcript (if we mail it out for you) or \$15.00 fee per transcript if you are picking it up the same day
 - a. Mail: North Central State College, **Cashier's Office**, PO Box 698, Mansfield, OH 44901
 - b. Fax the form to the **Cashier's Office at 419-755-4782**, then call their office with the payment via Debit/Credit card at 419-755-4722
 - c. Bring the form to the **Cashier's office**, make payment.
 - i. If it needs to be mailed, you are done and the Cashier will send it to the Student Records Office for processing.
 - ii. If you need to pick it up, you will proceed to the Student Records office after payment to retrieve the transcript

NOTE: Remember, for it to be official it has to stay SEALED!

Option #2

1. Go to the Cashier's Office or Student Records Office to pick-up the transcript request form
2. Fill out form completely
3. Take the form to the **Cashier's Office** with the **\$5.00** fee per transcript (if we mail it out for you) or **\$15.00** fee per transcript if you are picking it up the same day
 - a. If it needs to be mailed, you are done and the Cashier will send it to the Student Records Office for processing.
 - b. If you need to pick it up, you will proceed to the Student Records office after payment to retrieve the transcript

NOTE: Remember, for it to be official it has to stay SEALED!