

SURRY COMMUNITY COLLEGE  
630 South Main Street  
Dobson, NC 27017

Corporate & Continuing Education Transcript Request Form

(circle one)

Please forward a (student/official) copy of my CEU transcript to the following address:  
Requesting Official Transcripts by mail: \$3 charge per official copy – please include check or money order for the total number of copies and make payable to SCC (driver’s license number must be included on check).

**Forward Transcript to:**

Name/Institution:		
Street Address:		
City:	State:	Zip Code:

**Student Information:**

Last:	First:	Middle/Maiden:	Former Name:  (If name has changed)
Street Address:			
City:	State:	Zip Code:	
Telephone:	Social Security Number or Colleague ID#:	Birthdate:	

\_\_\_\_\_

Student Signature

Date

Mail to: Surry Community College  
Corporate & Continuing Education Division  
630 South Main Street  
Dobson, NC 27017

Request for unofficial copies may be faxed to (336) 386-3691

<p><b>Official Transcript Charge</b> \$3 per Official Copy x _____ copies Total Amount Received: _____</p>	<p>CETRA (AR Code) CETRS (NARD) NonCIS Transcript <i>For Office Use Only</i></p>
Date Forwarded	SCC Continuing Education Staff