REQUEST FOR ACADEMIC TRANSCRIPT

Your Full Name:

The name used when you attended NEC if different from present name:

NEC Student ID # (if known):

Date of Birth:

Dates of Attendance:

Daytime Telephone Number:

How many transcripts do you need?

Official or Unofficial (Official transcripts have the College seal and Registrar’s signature):

WHERE & to WHOM would you like the transcript(s) sent? (Complete address is required)

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**SIGNATURE**  Transcripts will not be processed if signature is missing

No Charge for transcripts

Transcript request may be faxed, mailed or scanned:

Fax: 603-428-2487
Mailing Address: Registrar's Office
New England College
15 Main Street
Henniker, NH 03242

If you are able to **scan** this completed form with your **ACTUAL** signature, you may email it back to the Registrar’s Office email address: registrarsoffice@nec.edu.

Transcript requests are usually processed within five business days of receipt.