

Type or print clearly and allow 7-10 days for processing. Current students should use myCTState for transcript requests.

*Official transcripts will be sent to an institution, agency, or to the student as specified below. No one is permitted to request a transcript on behalf of a student except government and law enforcement agencies with either the student's signed release, court order, or subpoena.*

Student ID \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Prior Last Name (s) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Requesting the following transcript:**

CT State Transcript

Legacy Campus Transcript from \_\_\_\_\_

**If not a current student, what is your approximate last date of attendance?**

**Transcript Format:**

Paper/Mailed

Emailed Link

**Reason for Request:**

Employment

Military

Transfer to another college

Other (Personal)

**Select from one of the options below:**

Send Transcript Now

Hold for current semester grades to be posted

Hold until degree is posted (anticipated graduation date: \_\_\_\_\_)

**Print exact name, address, and office to which the Official Transcript is to be mailed.**

*Please note: if you are requesting an official transcript to be mailed directly to you, DO NOT OPEN IT as it will no longer be considered official.*

Department, Office, or Person: \_\_\_\_\_

Name of School, Company, or Organization: \_\_\_\_\_ Email Address : \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Certification:**

I affirm that I am the above-named person, and that I authorize CT State Community College to release my official transcript to the above-named institution/individual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Return this form to the One Stop Enrollment Center***

**For Office Use Only:** Date Received

Date Processed:

Initials: \_\_\_\_\_