

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: _____