

Request for Official CCM Transcript

- Bring your completed form and the **\$5.00 fee (per transcript)** to the Bursar’s Office, Student Community Center. Your request will be marked “PAID”. Proceed to the Records & Registration Office, Student Community Center for processing. **If mailing your request, please send a check or money order payable to County College of Morris to the Records & Registration address below.**
- ID must be presented by you or the person you have designated to pick up your transcript.
- Please allow at least 72 hours for processing – additional time may be needed during peak times such as registration and graduation
- Transcripts cannot be issued to students whose financial obligations to CCM have not been met.
- Transcripts submitted to CCM from other colleges/universities are not permitted to be released to a third party.

Student Information *(Please Print Clearly):*

Last Name _____ First Name _____ Middle _____

Name used when at CCM/maiden (if different than last name above) _____

Student ID # _____ Date of Birth _____

Current Address _____ Town/City _____ Zip _____

Phone: _____ Email _____

Please mail my transcript to: *(one form per request if sending to more than one place):*

Name of Organization: _____

Dept. or Attention to: _____

Address: _____ Town/City: _____ State: _____ Zip: _____

I will pick up my transcript *(Please write “Self” in address information above)*

Note: I authorize the following person to pick up my transcript: _____

Hold my transcript until my DEGREE is posted in _____ / _____
(Month/Year)

Hold my transcript until GRADES are posted the end of the following semester:

- Fall
 Spring
 Winterim
 Summer 5 Week Early
 8 Week
 5 Week Late
 3 Week

Number of Copies Requested: _____

Student Signature _____ **Date** _____

(Must be a handwritten signature to authorize release of information)

Recs and Reg Use:

PERC _____
Received _____

County College of Morris
Records & Registration
214 Center Grove Road
Randolph, NJ 07869

Bursar Use: