

Transcript Request Form

- 1. Official transcripts are not faxed. Unofficial transcripts may be printed from your student WebAdvisor account (rcbc.edu/webadvisor).
- 2. Requests will be processed in order of receipt and within 5 days of the receipt date. Delays may occur during peak registration periods and a minimum of one week advance notice is required during peak registration.
- 3. Transcripts will not be sent if your account has a financial hold. The Business Office must release the hold in order to release your Official Transcript.
- 4. Transcripts are sent electronically (if receiving college/university participates). Transcript requests requiring a supplemental form will require additional time to process and cannot be requested through WebAdvisor.
- 5. Requests indicating "Hold for Grade(s)" and/or "Hold for Graduation Date" must be requested through WebAdvisor. These requests are held until grades are submitted and/or the degree is posted.
- 6. Transcript requests are processed daily during business hours. A new transcript request must be furnished if additional information is required.

Please send completed form to:	Attn: Transcript Request Rowan College at Burlington County 601 Pemberton Browns Mills Rd. Pemberton, NJ 08068 – 1536 or fax/email to: (609) 726-0401 or registration@bcc.edu	
Name:		Student ID/SSN:
LAST	FIRST	MAIDEN
Current Address		
ė .		
Telephone Number		Email
	hed. Is there a deadline?	□ Yes □ No
Please print the name of the person of complete mailing address to include	or office to which you wou state and zip code. Reques	ald like the transcript sent. Please provide college/business name and sts with incomplete addresses will not be processed.
Send transcript to: (Recipient 1)		Send transcript to: (Recipient 2)
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