

***Request for Official Transcript
Northeast Texas Community College***

Complete this page and mail to:
Continuing Education
Northeast Texas Community College
PO Box 1307
Mount Pleasant, TX 75456-1307
OR
fax to (903) 434-4408

Name of student (while attending NTCC) _____

Any other names: _____

Social security number: _____ **OR** NTCC Student ID: _____

Dates of attendance: _____

Contact address: _____

Signature: _____

Number of copies needed: _____ Daytime Telephone: _____

Please mail transcript(s) to the following: including company name OR college/university OR person to receive transcript, AND complete address.

Students should allow 24 hours turnaround time for official transcripts to be processed.