



ACADEMIC INFORMATION REQUEST FORM

INSTRUCTIONS:

1. Fill out form completely.
2. Sign form with digital signature or physical signature.
3. Return form to the Registrar's Office via:
 - Mail to Carteret Community College, Attn: Registrar, 3505 Arendell Street, Morehead City, NC 28557
 - Fax: (252) 222-6265
 - E-mail: registrar@carteret.edu
 - In person: the front desk located in the McGee Building

NOTE: Academic Information Request forms requested on or before Thursday (Wednesday during summer session), will be ready for pickup/ be mailed after 1 p.m. on Friday (Thursday during summer session).

STUDENT IDENTIFICATION INFORMATION:

Student Name:	College ID #:	Date of Birth:
Former Names:	Phone Number:	Email Address:

ACADEMIC INFORMATION REQUESTED:

Education/Enrollment Verification (after 10%)

Registration Verification (before 10%)

Placement Test Scores

Unofficial Transcript

Other (please specify):

DELIVERY INFORMATION (Check only one):

Mail

Pick Up

Fax

E-mail

RECIPIENT INFORMATION:

Recipient Name:	Email Address:
Mailing Address:	Fax Number:

AUTHORIZATION (Required):

Student's Signature

Date