



**Catawba
Valley**

COMMUNITY COLLEGE

REQUEST FOR AN OFFICIAL TRANSCRIPT TO BE SENT TO CVCC

Please send an official transcript of my record, in a sealed envelope, to the following address:

**Student Records
Catawba Valley Community College
2550 Highway 70 SE
Hickory, NC 28601-8302**

Full Name _____

Name under which enrolled if different from above _____

Name of High School or College/University attended (if requesting high school/college transcripts) _____

Social Security Number _____

Disclosure of SSN is voluntary but may help identify records requested. GED Administrator in Raleigh cannot process your request without disclosure of SSN.

Date of Birth _____

Dates of Attendance _____

Graduation Date _____

Item(s) requested:

- High School Transcript
- College Transcript
- ASSET
- COMPASS
- CPT/Accuplacer
- PSB
- ACT - ACT scores must be obtained from ACT (www.act.org)
- SAT - SAT scores must be obtained from College Board (www.collegeboard.com)
- TEAS - TEAS scores must be obtained from ATI (www.atitesting.com)
- GED Test Scores*

Year tested _____ Testing Location _____

*For GED tests taken in NC please notify: **GED Administrator**
North Carolina Community College System
5016 Mail Center
Raleigh, NC 27699-5016
Fax: 919-807-7164/919-807-7172

Student's Signature _____

Date _____

I certify that the record I am requesting to be released is my own.

SPECIAL NOTE: Most schools charge a fee to process transcript requests. Check with your school for the appropriate fee, which must be enclosed with this request form.