



Transcript Request

ATTN: Registration & Records
Ocean County College
P O Box 2001
Toms River NJ 08754-2001

FAX: 732-255-0444

Name _____ Student ID or SSN _____
Last First MI

Street Address _____ Apt _____

City _____ State _____ Zip _____

Telephone _____ Date of Birth _____

Please give name you attended under, if different. _____

If not currently attending, date of last attendance _____

Signature _____ Date _____

1. Ocean County College does not charge for transcripts at this time.
2. Transcripts will not be sent unless all obligations to Ocean County College are settled.
3. Transcripts are sent electronically to most New Jersey colleges and universities.
4. Official transcripts are sent to colleges/universities, state or federal agencies, etc. They are not issued to students.
5. Degrees are awarded twice a year—May and end of August. Students completing degree requirements in the fall semester or early summer can request a letter of completion, if needed.
6. Requests are processed as quickly as possible, in the order received (normally 3-5 working days). Requests submitted at the end of a semester may take longer to process. Please allow at least two weeks for processing/delivery time before making inquiries.

PLEASE INDICATE:

CHECK ALL THAT APPLY:

_____ Student copy (unofficial for your records)
_____ # of **Official Copies** (not issued to student)

- Hold for recording of grades (Term: _____)
- Hold for recording of degree: May / August.
- Send now with letter of completion
- Hold for change of grade (Course: _____)
- Send now. Course(s) completed.

Send OFFICIAL TRANSCRIPT to:

(Please fill-out mailing form below.)

Ocean County College
Registration & Records Office
P O Box 2001
Toms River NJ 08754-2001


