



North Carolina Central University
Office of the Registrar

Processes to Order an Official NCCU Transcript

Important Information:

- **Please allow 2-3 business days for the processing of transcripts.** During peak periods the processing time will increase to 5 business days.
- Transcripts requested for pickup in the Registrar's Office must be claimed within two weeks of processing. Transcripts not picked up within the two weeks will be mailed to the student.
- Please note that **PRIORITY *MAIL* EXPRESS is a 1 to 2 day delivery by the US Postal Service.**
- If ordering transcripts to be sent **PRIORITY *MAIL* EXPRESS**, your request must be received in the Registrar's Office no later than **11:00 a.m.** to be sent on the same day. Any transcripts that need to be sent **PRIORITY *MAIL* EXPRESS** and the request is received after **11:00 a.m.** will be sent on the next business day.

Option 1 (Online Method):

NORTH CAROLINA CENTRAL UNIVERSITY has retained Credentials Inc. to accept transcript orders over the Internet. Please click on the

TranscriptsPlus link below to enter your order. If you experience issues placing an order over the Internet, you can call Credentials Inc. at 847-716-3005 to assist with placing your transcript request.

1. The cost of an official transcript ordered on line is **\$12.90**. Transcripts may be sent electronically or through U.S. mail. Click on [TranscriptsPlus](#) to access the Transcript Ordering Service.
2. To check the status of transcript order, please click on "[Check the status of my order.](#)"

Please Note: When ordering transcripts to be sent PRIORITY *MAIL* EXPRESS, your request must be received in the Registrar's Office no later than 11:00 a.m. to be sent on the same day. Any transcripts that need to be sent PRIORITY *MAIL* EXPRESS and the request is received after 11:00 a.m. will be sent on the next business day.

Option 2 (Fax Method):

1. The cost of an official transcript is **\$10.00**. Payments may be made telephonically to the Cashier's Office at (919) 530-6209. **Office hours are 8:30 a.m. to 4:00 p.m.** Once payment is made, a confirmation number will be given to the student.
2. Download the [Request for Official Transcript](#) form. Fill out the request form completely, to include the payment confirmation number from the Cashier's Office. Fax the completed, signed form to the Office of the Registrar at (919) 530-7974.

Please Note: When ordering transcripts to be sent PRIORITY *MAIL* EXPRESS, your request must be received in the Registrar's Office no later than 11:00 a.m. to be sent on the same day. Any transcript requests that need to be sent PRIORITY *MAIL* EXPRESS and the request is received after 11:00 a.m. will be sent on the next business day.

Option 3 (U.S. Mail):

1. The cost of an official transcript is **\$10.00**. You may use the [Request for Official Transcript](#) form and mail in a cashier's check (**no personal checks please**) or money order made payable to North Carolina Central University, to the following address:

North Carolina Central University
Office of the Registrar
1801 Fayetteville Street
Room 102, James E. Shepard Administration Building
Durham, NC 27707

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2. Please be sure to include your signature.

Option 4 (Walk-In):

1. Students may complete a Transcript Request Form and pay for the transcript in the Cashier's Office, Room 12, in the basement of the James E. Shepard Administration Building during **normal duty hours 8:30 a.m. – 4:00 p.m.**

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