



YORK COUNTY COMMUNITY COLLEGE

Transcript Request Form

We ask that, when possible, you submit your transcript order through **Parchment**, by clicking [here](#). This is a faster service, and provides status tracking updates, as well as three downloads per order.

If you are unable to make a payment online, please complete this form and make your payment to the Business Office. They can be reached at BusinessOffice3@yccc.edu.

Do NOT include payment on this form.

_____ Once payment is received, Business Office will initial here and submit to the Records Office for processing

- If you need transcripts sent to more than one place, please submit a new request for each request.
- Transcripts may be delayed, or not sent, if requests are incomplete or payment is not received.
- If you have a Business Office hold on your account, it will prevent the release of an official transcript until it is removed.
- Once copy is placed in the mail, there is no way for us to track the status/arrival times.

Please return this form to YCCC Records Office

Email: records@yccc.edu

Telephone and Fax: (207) 216-4402 and (207) 216-4401

Mail: 112 College Drive, Wells, ME 04090

Last Name

First Name

M.I.

For Identification purposes, please confirm the following:

_____ Birthdate

_____ Other names used while attending

I am Requesting:

Unofficial Copy (no charge)

Official Copy (\$6.00 each – one copy, mailed **OR** emailed.)

It is your responsibility to check with the other party to see if they require an official copy, or if they will accept an unofficial copy. If they are requiring an official copy now, and want another copy at the end of the semester when your grades post, you will need to make two separate requests and payments.

OVER →

Unofficial copies will be **emailed** as a password-protected PDF. List Recipient email, below:

Recipient Email

***Please note, that due to COVID-19 and office closures, mail options are delayed. Please seek online ordering options, when available, or notify the Records Office before placing order.**

Official copy to be mailed to:

<i>School/Office</i>	<i>Attention to:</i>	<i>Street Address</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>

OR

Official copy to be emailed to:

Official copies will be **emailed** as a password-protected PDF. List Recipient email, below:

Recipient Email

Please Check One:

- Transcript to be sent **Now**
- Transcript to be held until **current semester grades post***

*Please note, that faculty have **one week after the semester ends** to post the grades. Plan accordingly, if you are working with a deadline!

For Students Graduating:

- Check here if you need to wait until your transcript reflects your **degree awarded/graduation date**