



Office of the Registrar  
 670 West Boylston Street  
 Worcester, MA 01606-2092  
 508.854.4257(office) / 508.854.4456(fax)  
[registrar@qcc.mass.edu](mailto:registrar@qcc.mass.edu)

## Official Transcript Request Form

Student Name: \_\_\_\_\_ ID# or SSN#: \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Address\*: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\*Is this your permanent address? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If your permanent address is different in Quinsigamond's records we will update your address to the above

### Send Transcript To

To: \_\_\_\_\_

College/University or Business (i.e. - Boston College)

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Please send my transcript immediately - OR -  Please hold my request until:

My current term grades are posted - and/or -

My degree or certificate is posted

Mass Transfer Block eligible

- Full details can be found at <http://www.mass.edu/masstransfer/>

I Attended Quinsigamond Community College: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_  
 (Estimate if needed)

Number of Copies Requesting: \_\_\_\_\_

### Important Information Regarding Processing & Payment

- 1) Allow 3 work days for processing; during peak periods 7 days.
- 2) All financial obligations must be reconciled before transcripts are released.
- 3) A fee of \$5.00 is charged for each copy. Transcripts will not be processed until payment has been made.

Send request and payment to:

- a. QCC Payment Center, 670 West Boylston Street, Worcester, MA 01606-2092

**OR** choose one of the two below options and contact the payment center at 508.854.4560 to pay by phone

- b. Fax the signed Official Transcript request to the Registrar's office @ 508.854.4456 **or**
- c. Email the signed Official Transcript request as an attachment to the registrar's office at [registrar@qcc.mass.edu](mailto:registrar@qcc.mass.edu)

- 4) Use a separate form for each different address to which you are sending transcripts.
- 5) Official transcripts released or mailed to students will be in a sealed envelope and stamped 'Issued to Student'

Student Signature: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_