



TRANSCRIPT REQUEST FORM

INSTRUCTIONS

Step 1 - Print this form
Step 2- Fill in the required information below
Step 3 - Sign the form
Step 4 - Fax to: 877-469-6961 or
Mail to: New England College of Business and Finance, Office of the Registrar,
10 High Street, Suite 204
Boston, MA 02110
Email to: registrar@necb.edu

- 1. This form is void until signed by the NECB student or NECB graduate requesting the transcript.
2. All financial obligations must be reconciled before transcripts will be released.
3. Please indicate the CORRECT address (es), name(s) of person(s), or apartment number where the transcript is to be delivered. NECB's Registrar takes no responsibility for incorrect mailing information.

PERSONAL INFORMATION

Today's Date mm/dd/yyyy: ___/___/___

Social Security Number: ___ - ___ - ___ Date of Birth mm/dd/yyyy ___/___/___

Name while attending NECB (please print): _____

Name if different from above (please print): _____

Current Address:

Street City State Zip Code Telephone No.

I am Currently Enrolled at NECB OR Last Attended NECB mm/dd/yyyy ___/___/___

I am an Early College - Epic Learning System student

I hereby authorize New England College of Business and Finance to release the transcript of my academic record.

Signature of Student (required)

TRANSCRIPT REQUEST INFORMATION

Mail transcript(s) immediately

PLEASE ALLOW 10 (TEN) BUSINESS DAYS FOR REGULAR PROCESSING

Mail transcript(s) when final grades are available

Please mail transcript(s) to the following address(es):

1) _____ 2) _____

Send _____ Copies

Send _____ Copies

3) _____ 4) _____

Send _____ Copies

Send _____ Copies

PAYMENT INFORMATION

Total Number of Transcripts _____ x \$8.00/transcript = \$ _____

Enclosed is a check / money order for \$ _____.

Please charge to my credit card. Credit Card Number: _____

Security Code (3 digits on back of card): _____

Expiration Date: ___/___/___ Type of Credit Card: Visa MasterCard American Express

Amount in Words: _____ dollars. Amount in Figures: \$ _____

Signature of Cardholder: _____

VERIFICATION BY REGISTRAR OF STUDENT ACCOUNT

- Student is in good financial standing and transcripts can be released.
This account has NOT been paid. DO NOT release transcript.
Student has been notified if Transcripts cannot be released