Official Academic Transcript Request Form
Office of Enrollment Services

Student Information - You must include your signature at the bottom of this form to have the request processed.

Please print: Name: _____________________________________________________________ Social Security # ________________________________

Date of birth: ___________________________ CCRI student ID _____________________________

Other names used while at CCRI: ___________________________ E-mail _____________________________

Address: ________________________________________________________________

City: ___________________________ State:_______ Zip:__________________________

Home phone number: ___________________________ Cell Number:________________________

College information (please check appropriate response):

Are you currently enrolled at CCRI? Yes ___ No___ Were you previously enrolled at CCRI before 1985? Yes___ No___

Transcript options (select one option; a new form is required for each transaction)

Process immediately (note: transcript will be sent before grades are posted for the current term, if applicable): ______

Process after final grades posted (select term): Fall ____ Spring ____ Summer ____ Other: _____________________________

Process after degree information is posted: _____

Mail transcript to: (student is responsible for complete mailing address)

________________________________________________________________________

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________________________________________________________________________

One form per address is required, please allow 5-7 business days for processing. Note: Transcripts will not be released if there are any outstanding obligations to CCRI.

*Signature (required) ___________________________ Date ____________

Flanagan Campus, 1762 Louisquisset Pike, Lincoln, RI 02865-4585 Fax: 401.333.7122
Knight Campus, 400 East Avenue, Warwick, RI 02886-1807 Fax: 401.825.2394
Liston Campus, One Hilton Street, Providence, RI 02905-2304 Fax: 401.455.6181
Newport County Campus, One John H. Chafee Blvd. Newport, RI 02840 Fax: 401.851.1627
Office of Enrollment Services, Phone Number: 401-825-2003