

**BERGEN COMMUNITY COLLEGE TRANSCRIPT OFFICE-ROOM A-129**

400 Paramus Road, Paramus, NJ 07652-1595

Phone: 201-493-3677 Fax: 201-670-7973



**REQUEST FOR ACADEMIC TRANSCRIPT**

Please allow 3 to 5 working days for processing.

**Note:** The College is not required to furnish a transcript for anyone whose financial obligations have not been satisfied.

**Please Print or Type and Press Firmly**

Social Security/College ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Previous

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I authorize release of records as per Federal Family Educational Rights & Privacy Act (93:380)*

SEND TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Copy – White

Student Copy – Yellow

***Please select one:***

Now as record stands

After semester grades are recorded for:

**Please indicate Semester**

Fall \_\_\_\_ Spring \_\_\_\_ Winter \_\_\_\_

Summer 1 \_\_\_\_ Summer 2 \_\_\_\_ 11-wk \_\_\_\_

**All transcripts take 3-5 days to produce. The transcript is mailed after production.**

**Any hold on a student's account will delay transcript production.**

**Once a hold is resolved by the student, the transcript will be mailed out the next day.**

**Please allow extra processing time for end-of-semester grades.**

**This form can be mailed, faxed or brought to the Office of Registration, room A-129.**

**400 Paramus Road  
Attn: Transcripts  
Paramus, NJ 07652**

**Fax: (201) 670-7973**

**There is no fee for this service**