

Bergen Community College

Directions for Requesting a Transcript

How to Request an Official Transcript

Currently enrolled students must log in to their Web Advisor account to request an unofficial or an official transcript. Students may also track the request and mailing date of the official transcript from their Web Advisor account. <https://go.bergen.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=4207499407>

Former students, who completed coursework but did not receive a degree, may log into their Web Advisor account to request an official or unofficial transcript. Former students, who do *not* have a Web Advisor username or password, may submit their request for an official transcript by completing, signing and submitting an Official Transcript Request Form. [Official transcript request form](#)

Alumni, who have received an associate's degree, may log into their Web Advisor account to request an official or unofficial transcript. Alumni, who do *not* have a Web Advisor username or password, may submit their request for an official transcript by completing, signing and submitting an Official transcript Request form. [Official transcript request form](#)

How to Submit the Official Transcript Request Form (For Former Students and Alumni.)

Former students and alumni, who do not have access to Web Advisor, may submit an Official Transcript Request Form by:

1. **Email:** Complete the Official Transcript Request Form, print it, sign it, **scan it** (as a PDF) and email it as an attachment to Transcripts@Bergen.edu.
2. **U.S. Mail:** Print, complete and sign the Official Transcript Request Form and mail it to:

Bergen Community College
Transcript Office, Room A-129A
400 Paramus Road, NJ 07652-1595

3. **In-Person Delivery:** Print, complete and sign the Official Transcript Request Form and deliver it to:

Bergen Community College
Transcript Office, Room A-129A
400 Paramus Road, NJ 07652-1595

Transcript Information

Requesting an Official versus an Unofficial Transcript

An **official transcript** is Bergen Community College's official statement of your academic record. It lists all courses completed and all grades earned, along with the semester in which each was received. The official transcript also contains notations of majors, minors, degrees and graduation honors received. The official transcript is printed on security sensitive paper and contains the College seal and the signature of the College Registrar. Nearly all colleges/universities and employers seek an *official*

transcript. For your protection, we will not release an official transcript without your permission and signature. Currently enrolled students should request an official transcript through Web Advisor.

An **unofficial transcript** is a report of your grades that is not printed on transcript paper, is without the college seal, and has no social security number or student name. Students will often use an unofficial transcript to review their grades or to submit to a college or employer while they await an official transcript. At BCC, unofficial transcripts are free to all current students and can be obtained through your Web Advisor account.

Requesting a Current Transcript versus an End-of-Semester Transcript

On the Official Transcript Request Form, you are given two options. You may request a current transcript, which shows the courses completed and grades posted, *at the time transcript is requested*. In other words, if you are enrolled in courses, and request an official transcript mid-semester, the transcript will *not* show currently enrolled courses or grades for those courses.

The second option is the end-of-semester transcript request. This type of transcript is usually requested at the end of a semester to ensure that the transcript reflects all courses with end of semester grades, and your degree, if conferred and posted. To ensure that all grades/degrees are received and posted, please allow two weeks from the official end of the semester date for processing.

Additional Transcript Information

- There is no fee for a transcript, however, BCC may limit the number of transcripts a student requests.
- Only the student may order or pick up the transcript. An exception is made if an individual provides written and signed permission for a third party from the student.
- Photo ID must be presented to pick up a transcript.
- BCC no longer accepts requests for transcripts via Fax.
- BCC does not fax transcripts to other destinations.
- Requests for *current* transcripts may take up to 5 days to process from the date the request is received.
- For *end-of-semester transcript requests*, please allow two weeks from the official end of the semester to ensure that all grades have been posted, before the transcript is sent.
- An email confirmation will be sent at the time an email request for an official transcript is received.
- A hold on a student's account will delay transcript production. Students must contact the office that has placed the hold and resolve the hold. Once a hold is resolved by the student, the transcript will be mailed the next day.
- To send transcripts internationally, please provide a self-addressed, stamped envelope to the Transcript Office.

Contact Us

If you have any questions, please contact the Transcript Office at (201) 493-3677 or via email at Transcripts@bergen.edu, Bergen Community College Transcript Office, Room A-129A, 400 Paramus Road, NJ 07652-1595