

TO TRANSFER APPLICANTS: As a part of your application procedure, an official transcript from all previous colleges and universities attended must be sent to Wayne Community College. This form will aid you in requesting transcripts of previous work. **All transcripts (high school or equivalent and college) must be on file in the admissions office before an applicant is officially accepted to the College. No transcript will be evaluated for transfer credit until all official transcripts have been received. Financial aid and VA benefits will not be approved until all official transcripts are on file.**

REQUEST FOR TRANSCRIPT

(NAME OF PREVIOUS COLLEGE OR UNIVERSITY)

(ADDRESS)

(CITY) (STATE) (ZIP CODE)

Dear Sir:

I have applied for admission to Wayne Community College in order to continue my education. As a part of the application procedure, an official transcript from other colleges or universities that I have attended is required.

**OFFICE OF ADMISSIONS AND RECORDS
WAYNE COMMUNITY COLLEGE
PO BOX 8002 GOLDSBORO, NORTH CAROLINA 27533-8002**

The following information is provided to aid you in identifying my record:

NAME _____ FORMER NAME _____
(FIRST) (MIDDLE) (LAST)

ADDRESS _____
(STREET, ROUTE, PO BOX) (CITY) (STATE) (ZIP)

SOC. SEC.NO. _____ DATE OF BIRTH _____ LAST DATE OF ATTENDANCE _____

Sincerely,

(SIGNATURE) (DATE)