



Nashua Community College
505 Amherst Street | Nashua, NH 03063 | (603) 578-8908



Request for Transcript

If you have taken a Running Start Course and would like to receive a copy of your transcript from Nashua Community College (NCC), you may make your request in one of two ways:

(1) Request in Writing (please use Transcript Request form on back):

- Student Name (must be legible)
- Student Social Security Number (last 4 digits) or NCC generated I.D. (if known)
- Full Address and Telephone Number
- Signature **(Required)** – If a student is currently under the age of 18, a parent may make the request on behalf of the student. However, if the student is currently over the age of 18, the student must sign the request.
- Please note “Running Start” on your request – (Enrollment Status section – Program).
- Payment – The College will provide all transcripts for **FREE**.
- Mail to Registrar’s Office:

Registrar’s Office
Nashua Community College **OR Fax (603) 882-8690**
505 Amherst Street
Nashua, NH 03063

(2) Request in Person

If you wish, you may bring your completed form directly to the Registrar’s office in person.

If you have any questions, please call the Registrar’s office at the college (603) 578-8908.