



NEW ENGLAND COLLEGE
OFFICE OF THE REGISTRAR
15 MAIN STREET, HENNIKER, NH 03242
TEL# 603-428-2203 FAX# 603-428-2487
Email: registraroffice@nec.edu

REQUEST FOR ACADEMIC TRANSCRIPT

Your Full Name:

The name used when you attended NEC if different from present name:

NEC Student ID # (if known):

Date of Birth:

Dates of Attendance:

Daytime Telephone Number:

How many transcripts do you need?

Official or Unofficial (Official transcripts have the College seal and Registrar's signature):

WHERE & to WHOM would you like the transcript(s) sent? (Complete address is required)

SIGNATURE Transcripts will not be processed if signature is missing

No Charge for transcripts

Transcript request may be **faxed, mailed or scanned:**

Fax: 603-428-2487
Mailing Address: Registrar's Office
New England College
15 Main Street
Henniker, NH 03242

If you are able to **scan** this completed form with your **ACTUAL** signature, you may email it back to the Registrar's Office email address: registraroffice@nec.edu.

Transcript requests are usually processed within five business days of receipt.