

New England Conservatory Paper Transcript Request Form

For electronic transcripts, please visit the National Student Clearinghouse, at www.studentclearinghouse.org

1. This transcript is being sent at the request of the following individual:

Name: _____ Date: _____

Phone: _____ Email: _____

Address: _____

2. Please enter the name and address of recipient below:

Or, please check this box if you would like to pick your transcript up instead:

3. I authorize the release of my transcripts to the recipient listed in #2 above.

Student signature: _____

4. (optional) Hold processing for grades
(end of semester only)

Hold processing for posting of degree

5. Number of copies: _____

6. Student ID (if known): _____

Other names you have used: _____

Major(s): _____

Degree(s): _____

Dates of Attendance: _____

Date of Birth: _____

Transcripts cost \$10 each. For NEC students and alumni, the fee of \$10 will be waived for the first NEC transcript request.

All requests for transcripts require payment in advance. We accept personal checks, money orders or cashier's checks. We cannot accept cash. All checks and money orders must be payable in U.S. dollars and drawn on U.S. banks. If you would like to arrange for a wire transfer, please send an email to college.registrar@necmusic.edu.

Students and alumni with financial holds at NEC will be asked to consult with the Business Office about resolving those holds before the transcript request is fulfilled. Transcripts will not be withheld for outstanding balances.

Transcripts being sent by our office to the NEC Office of Admission or to NEC's CEPS Office are always free.

For NEC faculty and staff, the \$10 transcript fee will be waived for all transcript requests made while actively employed.

Office of Student Services • 290 Huntington Avenue • Boston • MA • 02115 • U.S.A.