

Registrar's Office
P: 603-230-4014
F: 603-230-9314
NHTIRegistrar@ccsnh.edu

Transcript Request Form

Use this form if you attended before 1991 – Paper transcripts only All others order through the National Student Clearinghouse:
<https://tsorder.studentclearinghouse.org/school/ficcode/00258100>

Current name

First

Middle

Last

Last name during attendance

Date of birth

NHTI student ID or last 4 of SS#

Phone #

Current address

City

State

ZIP

Email address

Attendance period (estimate)

Transcript Information

Transcripts will not be issued if you have an outstanding financial obligation with NHTI or any CCSNH Institution. A \$5.00 per transcript fee is due before transcript can be processed. Please allow up to two weeks for your transcript to arrive at the destination.

Transcript action:

- Process transcript now
 Hold processing for final posting of current semester grades
 Hold processing until degree is awarded

of transcripts requested _____

Issue transcript to:

Name/institute _____

Attention _____

Address _____

Student signature

Date

Payment information:

Please call the Registrar with credit card information: 603-230-4014

Total cash payment _____ Total check payment _____ Check # _____

Updated 03-22