

# ROBESON COMMUNITY COLLEGE

## Request Form for Adult High School or GED Transcripts

Valid only for AHS or GED diplomas issued at Robeson Community College

**Please mail your transcript request to:**

Robeson Community College  
Basic Skills  
PO Box 1420  
Lumberton, NC 28359

**Or Fax your request to:**

910-272-3624

***We cannot honor emailed requests or requests via voicemail; we must have your signature.***

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Which document do you need? :  AHS transcript     GED transcript

Please mail the requested to:

Name, University/College Name etc.
Address
City, State and Zip Code

Please provide the Basic Skills Office with the information below:

Student's Name:
What name did you attend RCC under? (Maiden name, etc.)
Social Security Number:
Date of Birth:

What is your current mailing address?

Address
City, State and Zip Code
Please provide a telephone number where you can be reached:

What year did you earn you diploma?

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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**Your transcript will not be released without your signature!**

*Please allow 5-10 days for return of requested documents via mail.  
All documents faxed to you, a school/college/university or a business will arrive within 2-3 business days.*