



OFFICE OF REGISTRATION & RECORDS

Ocean County College
College Drive • P.O. Box 2001
Toms River, NJ 08754-2001
PHONE 732.255.0304 • FAX 732.255.0444
TTY/TDD & VOICE: NJ RELAY 711

TRANSCRIPT REQUEST

Name _____ Student ID or SSN _____
Last First MI

Street Address _____

City _____ State _____ Zip _____

Preferred Phone () _____ Date of Birth _____

Please give name you attended under, if different _____

If not currently attending, date of last attendance _____

Signature _____ Date _____

1. Ocean County College does not charge for transcripts at this time.
2. Transcripts will not be sent unless all obligations to Ocean County College are settled.
3. Transcripts are sent electronically to most New Jersey colleges and universities.
4. Official transcripts are sent to colleges/universities, state or federal agencies, etc. They are not issued to students.
5. Degrees are awarded in January, May, and the end of August. Students completing degree requirements in early summer can request a letter of completion, if needed.
6. Requests are processed as quickly as possible, in the order received (normally 3-5 working days). Requests submitted at the end of a semester may take longer to process. Please allow at least two weeks for processing/delivery time before making inquiries.

PLEASE INDICATE

Student copy (unofficial for your records)
_____ # of Official Copies (not issued to student)

CHECK ONE BOX

- Hold for recording of grades – Term: _____
- Hold for recording of degree – Check One: MAY AUG. JAN.
- Hold for change of grade – Course: _____
- Send now. Course(s) completed.

RECIPIENT OF TRANSCRIPT
Please fill out mailing address below:

MAIL THIS REQUEST TO:
Ocean County College
Records & Registration Office
PO Box 2001
Toms River, NJ 08754-2001

EMAIL:
transcript_request@ocean.edu

