

REQUEST A CENTRAL TRANSCRIPT

STEPS TO REQUEST:

1) VISIT

WWW.CENTRAL.EDU/ACADEMICS/REQUESTING-TRANSCRIPTS/

(OR GOOGLE 'CENTRAL COLLEGE TRANSCRIPT')

2) SELECT WHETHER YOU WANT YOUR TRANSCRIPT EMAILED OR A COPY SENT VIA THE POST OFFICE

3) USE ANY EMAIL ADDRESS TO SIGN-IN/CREATE AN ACCOUNT (WE RECOMMEND YOUR PERSONAL EMAIL ADDRESS- NOT CENTRAL OR SCHOOL)

4) CREATE YOUR OWN PASSWORD

5) YOU ARE A "PREVIOUS STUDENT"

6) COMPLETE YOUR TRANSCRIPT REQUEST BY PAYING \$3.00 (UB CANNOT COVER THIS FOR YOU)

QUESTIONS? CONTACT YOUR COORDINATOR