

# Transcripts

## How do I obtain an *unofficial* transcript?

If you began attending Union County College **after Spring 2011**:

- Go the College's website at [www.ucc.edu](http://www.ucc.edu)
- Click on the Owl's Nest link at top of page
- Log in to Owl's Nest
- Scroll down the page to Web Services on the right side of the screen
- Click on Academic Profile
- Click on Transcript
- Click Submit
- Print unofficial transcript

Former students and those without access to an Owl's Nest Account can request an *unofficial* transcript in person **with identification** at any campus' Admissions, Records and Registration Department.

## How do I obtain an *official* transcript? (Official transcripts are requested online)

For current students and those with access to an Owls' Nest Account:

- Log-in to your Owl's Nest account
- Follow the link to the National Student Clearinghouse (NSC) transcript request website from Owl's Nest
- Click the Order-Track-Verify drop-down on the right side of the page, and then "Order or Track a Transcript"
- On the next page, select Union County College from the drop-down menu
- Follow all instructions on the National Student Clearinghouse (NSC) site to request a transcript
- You will be provided email and text updates on the status of your order

Former students and those without access to an Owl's Nest Account:

- Visit <http://www.studentclearinghouse.org/>
- Click the Order-Track-Verify drop-down on the right side of the page, and then click "Order or Track a Transcript"
- On the next page, select Union County College from the drop-down menu
- Follow all instructions on the National Student Clearinghouse (NSC) site to request a transcript
- You will be provided email and text updates on the status of your order

If you have any questions, please contact the Admissions, Records and Registration Department at 908-709-7132, or email [transcriptrequest@ucc.edu](mailto:transcriptrequest@ucc.edu)