

## **Electronic Request for an Official CCC Transcript**

If you were a student at Corning Community College after the fall of 2003, you can request a transcript to be mailed by logging into your MyCCC account:

<http://myccc.corning-cc.edu/>

Click on the Student Tab, My Banner Links, Student and Financial Aid, Student Records and Request Printed Transcript.

On the first page, select the External College Code or personal address OR fill in the name of the school or person to receive the transcript in the “Issue to:” box. Click on Continue.

On the second page, type in the address of where you want the transcript mailed, if necessary. Also choose the type of transcript you need sent:

SUNY College – Choose “SUNY Gen Ed & Official transcript “  
Other – Choose “Official”.

Click on Continue.

On the third page, select the Number of Copies. Click on Continue.

On the fourth page, confirm the information, and click on Submit Request.

Once the Registrar’s Office receives your request, your transcript will be printed and mailed.