



YORK COUNTY COMMUNITY COLLEGE

How to Request a Transcript

Visit YCCC.edu and hover over **Student Services** and then click on **Transcript Services**.

YCCC participates with Parchment for requesting/fulfilling transcript requests. If you do not already have an existing Parchment account, you will need to create one.

***Note: This is separate from your MyYCCC account login!**

Please provide the exact address of where you need the transcript sent (physical or email address). Some campuses have multiple offices and processing centers, so you will want to verify the address of the recipient, to ensure it is correct.

https://www.yccc.edu/support-services/transcript-request/

Admissions: 207.210.4469 | All Other Inquiries: 207.641.9262

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YORK COUNTY COMMUNITY COLLEGE

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FOR OUR STUDENTS

- BetterMynd – Online Mental Health Counseling
- Student Success Commons
- Disability Services
- Transfer Services
- Career Services

FOR THE PUBLIC

- Library
- Dining
- Bookstore
- For Guidance Counselors

TRANSCRIPT REQUEST

YCCC has partnered with Parchment, Inc. to provide our students with a secure, online method for requesting transcripts. Parchment transcript request service is simple, secure, and available 24/7.

To order a YCCC transcript, please [click this link](#).

The cost of an official transcript is \$6.00 and all payments can be made online through the online transcript request link listed above. Unofficial transcripts are FREE and can be printed by logging into your MyYCCC account and clicking on the transcript link on the student tab. If you need assistance with unofficial copies of your transcript, please contact enrollmentservices@yccc.edu.

If you are a business, college or organization trying to request a transcript on behalf of a student, [please click here](#).

If you cannot pay online and would like to download a copy of the transcript request form, you can do so [by clicking here](#). Completed forms with payment can be submitted to the Office of Student Affairs, faxed to [207-641-0837](tel:207-641-0837) or mailed to:

York County Community College
Enrollment Services
112 College Drive
Wells, Maine 04090

If you try to request a transcript online and encounter login issues, [please click here](#) for help.

For all other question regarding your transcript request, please contact enrollmentservices@yccc.edu

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Getting Started

Degree & Certificate Programs

YCCC Student Resources

If you have questions, please contact the Office of Records & Registration at enrollmentservices@yccc.edu.