ECC Transcript Request

Print this form, complete information, provide payment, and return to Ellsworth Community College at the address or fax number below. Faxed requests must be paid by debit/credit card. Transcripts will not be issued for students who have unpaid financial obligations to the College.

PERSONAL INFORMATION  Please Print

Name

PO Box/Street Address

City      State      Zip Code

Home Phone __ __ __ - __ __ __ - __ __ __ __

Cell Phone __ __ __ - __ __ __ - __ __ __ __

To request by mail: send completed form & payment to
Ellsworth Community College
Registrar’s Office
1100 College Avenue
Iowa Falls, Iowa  50126

Check the statement that applies:  □  Send now  □  Send at end of term  □  Hold for degree

TRANSCRIPT MAILING INFORMATION (U.S. Postal Service)

Choose only one:
□  Mail ($5 each)  □  Same-day processing (Additional $10 each)

If mailing to your address, is this request for an academic institution?  □  Yes  □  No
If no, all transcripts sent directly to the student will be considered unofficial and stamped “ISSUED TO STUDENT”

□  Number of copies requested for this address

Attention - optional

Institution/Business/Individual

PO Box/Street Address

City      State      Zip Code

TRANSCRIPT FAXING INFORMATION

□  Fax* ($10 each)  □  Fax & Mail ($15 each)
Fax my transcripts to:
Fax Number __ __ __ - __ __ __ - __ __ __ __

*Faxed transcripts may not be considered as OFFICIAL by the receiving institution.

PAYMENT INFORMATION

□  Cash  □  Check  □  MasterCard  □  Visa

Card Number _______ _______ _______ _______

AVS Code __ __ (3 digit code on back of card)

Expiration Date __ / _____

Signature ___________________________  Date ___________________________

March 2013