

Mail-in Transcript Request Form

Everett Community College charges a \$30.00 processing fee for mailed in requests, plus \$5.00 for each official transcript requested. Limit of five (5) transcripts per day. Payments may be made by Check or Money Order and **must** accompany your request. **No Credit Card orders will be processed.** Requests without the appropriate fees will be returned. Transcripts are withheld if all obligations to the College, financial or otherwise, are not fulfilled.

To obtain a transcript of your Everett Community College coursework, please complete and submit this Transcript Request form and mail it to the following address:

Everett Community College, Enrollment Services
2000 Tower St, Everett WA 98201-1390

EvCC encourages students to make transcript requests through the online ordering system. The processing fee is \$2.25 per address, plus \$5.00 per transcript. Limit of five (5) transcripts per day. The National Student Clearinghouse accepts credit card payments only. www.studentclearinghouse.org

You may obtain an unofficial transcript by using the Student Kiosk. There is no charge for unofficial transcripts. **Unofficial transcripts cannot be requested using this form.**

PLEASE WRITE LEGIBLY

Name _____

Previous Name (s) _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ - _____ Date of Birth _____

Student Identification Number ____ - ____ - ____ - ____

1. Are you presently attending?

____ YES (if yes, please answer the following questions)

____ NO (if no, approximate dates of attendance) _____

2. Do you want present quarter's grades posted before transcript is sent? ____ YES ____ NO

3. Do you want your degree to be posted before your transcript is sent? ____ YES ____ NO

If you do not know your student identification number, you need to provide your social security number for verification of correct transcript. Your social security number is confidential. It is not used to identify students except for the purposes of employment, financial aid, transcripts, enrollment/degree verifications, enrollment reporting to the state board, research, American opportunity credit/lifetime tax credits, or as otherwise required by state or federal law or allowed by the student.

Soc Sec # ____ - ____ - ____ (OPTIONAL)

Number of copies (maximum 5 per request, per day): ____ Processing time: 5 – 7 business days

Complete mailing address of where your transcript is to be mailed. Please be very specific.

Name _____

Department _____

Address _____

City _____ State _____ Zip _____

SIGNATURE _____ (Required)

No request will be processed without student's signature.

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, marital status, disability, or veteran status.

G.reg.com.website pages.transcript request form