



Everett Community College charges a \$33.71 processing fee for mailed in requests, plus \$5.62 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

Everett C.C. encourages students to make transcript requests through the online ordering system. The processing fee is \$2.25 per address, plus \$5.62 per transcript. Limit of five (5) transcripts per day. The National Student Clearinghouse accepts credit card payments only. Visit www.studentclearinghouse.org

You may obtain an unofficial transcript by using the My EvCC portal. There is no charge for unofficial transcripts. Unofficial transcripts cannot be requested using this form.

PLEASE WRITE LEGIBLY

Student Information

First Name _____ Middle Name _____
Last Name _____ Student I.D. number _____
Previous Names (If applicable) _____ Date of birth _____
Address _____
City _____ State _____ Zip _____
Email _____ Telephone _____

1. Are you currently attending Everett C.C.?
[] 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 S.I.D., you need to provide your social security number for verification of correct transcript. Your S.S.N. 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.

Social Security # _____ (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, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.