

# ENC Official Transcript Request Form

**LEGAL NAME CHANGE REQUIRES SOCIAL SECURITY CARD (FRONT AND BACK)**

- -	/ /	
Social Security Number	Date of Birth	Maiden Name
Last Name	First Name	Middle
Street Address		
City	State	Zip Code
Primary Phone Number	Email Address	

**Type of Transcript:**     Undergraduate                       Graduate

**Dates Attended**    From: \_\_\_\_\_                      To: \_\_\_\_\_

**If you are currently enrolled, please check a reason for your transcript request:**

- |                                                       |                                                          |
|-------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Applying for a Scholarship   | <input type="checkbox"/> Transferring to another college |
| <input type="checkbox"/> Applying for Graduate School | <input type="checkbox"/> Employment                      |
| <input type="checkbox"/> Other _____                  |                                                          |

**Do Not Send Until:**     course (please specify) \_\_\_\_\_ is graded

- |                                                             |                                                     |
|-------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Current Semester Grades are Posted | <input type="checkbox"/> Transfer Credit appears    |
| <input type="checkbox"/> Degree Conferred                   | <input type="checkbox"/> Please Process Immediately |

**Please include attached form with transcript**

**Number of Transcripts being ordered:** \_\_\_\_\_

***Payment must be made prior to release of your transcript. No transcript will be released if financial obligations to the college have not been satisfied.***

\_\_\_\_\_  
***Your signature is required for the release of your transcript information***

**NOTE:** We cannot release unofficial transcripts and we cannot fax transcripts.

**Please select processing option:**

**Regular processing of Transcript(s):**  
Takes approximately 3 business days from the date received

Cost per Transcript is \$5.00  
**\$5.00**

**Same day processing of Transcript(s):**  
Must be received before 2:00 pm

Cost per Transcript is \$5.00  
Extra fee for same day processing \$10.00  
**\$15.00**

**Same day processing of Transcript(s) and mailed overnight:**

Must be received before 12:00 pm (Noon)  
Costs (Post Office) are subject to change

Cost per Transcript is \$5.00  
Extra fee for same day processing \$10.00  
U.S. Postal Service Next Day (not all zip codes guaranteed next day) \$23.00  
**\$38.00**

**Electronic Delivery** (Available to those who attended ENC since 1987):

Secure PDF transcript sent electronically through eScrip-Safe to any email recipient

Cost per Transcript is \$5.00  
If requesting same day processing, please apply extra fee \$10.00  
**\$5.00 regular (\$15.00 same day)**

**Payment types and amount paid:**

Cash \$ \_\_\_\_\_                       Check # \_\_\_\_\_ \$ \_\_\_\_\_

All Credit Card Payments must be submitted through Transcripts-on-Demand.  
Please visit: <https://iwantmytranscript.com/enc> and follow the instructions to make payment with your credit card. An additional \$3.00 fee per transcript addressee will apply.

**Please send to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If more than one address, please indicate and use the reverse of this form.**

**If electronic delivery, please clearly print the complete recipient email address above. Recipient will receive an email with directions to log in to a secure website to access your transcript.**