



# 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

\_\_\_\_\_  
Former Name(s)

\_\_\_\_\_  
PO Box/Street Address

\_\_\_\_\_  
Social Security Number or ECC Student ID number

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_

\_\_\_\_\_  
Home Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

\_\_\_\_\_  
e-mail (optional)

\_\_\_\_\_  
Cell Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

To request by fax: fax this form to 641-648-3128  
*Note: faxed requests must be paid by debit/credit card*

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

March 2013

## 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 \_\_\_\_ / \_\_\_\_



# ELLSWORTH Community College

IOWA VALLEY COMMUNITY COLLEGE DISTRICT  
1100 College Ave. • Iowa Falls, IA 50126  
641-648-4611 • 800-322-9235 • Fax: 641-648-3128

EllsworthCollege.com