

Transcript Request Form

Ellsworth Community College
1100 College Ave. • Iowa Falls, IA 50126
641-648-4611 • 800-322-9235 • Fax 641-648-3128
EllsworthCollege.com
ecctranscript@iavalley.edu

For Office Use Only

Received _____

Mailed _____

Print this form, please print to complete information, sign, provide payment and return to Ellsworth Community College at the address, fax number or e-mail above. Requests received by fax or email must be paid by debit/credit card. Transcripts will not be issued for students who have unpaid financial obligations to the College. Requests with same-day processing will be processed internally and mailed out using the U.S. Mail. Contact us to make arrangements if rush delivery is needed.

PERSONAL INFORMATION

Signature Required _____

Date _____

Name _____ ECC ID# or Social Security # _____

Maiden or Former Name(s) _____ Date of Birth (mm/dd/yyyy) _____

PO Box/Street Address _____ Phone _____

City, State Zip _____ E-mail _____

DELIVERY INFORMATION

Check one: Send now Send at end of term Hold for degree

Check one method:

Cost (per copy) Qty Total

U.S. Mail (3-5 day processing) \$5.00 _____

U.S. Mail (same day processing) \$15.00 _____

Fax Delivery (unofficial) \$30.00 _____

Fax # (we will also send an official copy via U.S. Mail) _____

In Person (photo ID required) \$15.00 _____

If mailing to your address, is this request for an academic institution? Yes No N/A

If no, all transcripts sent directly to the student will be unofficial and stamped "ISSUED TO STUDENT"

If mailing, send transcript(s) to:

Attention (optional) _____

Institution/Business/Individual _____

PO Box/Street Address _____

City, State Zip Code _____

PAYMENT INFORMATION

Cash Check MasterCard Visa

Card Number _____

Expiration Date (mm/yyyy) _____

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