

Transcript Request

Instructions

1. Requests are processed in the order received.
2. **For unofficial transcripts, go to www.edcc.edu/transcripts**
3. Credit cards may be used with the online order process only. **For online transcript orders, go to www.edcc.edu/transcripts.**
4. Check or money order, use this form. Pay \$15.00 per transcript ordered, and make payable to Edmonds Community College.
5. Complete one form per mailing address. Provide an accurate, legible mailing address to ensure transcript(s) arrive in a timely manner. (Typed address preferred, especially international address.)
6. If you do not know your student ID number, please provide your social security number.
7. Sign and date this form below. Transcripts will not be sent without a student's signature.
8. Mail completed form and **payment** to:
Enrollment Services Office – Transcripts
Edmonds Community College
20000 68th Ave W
Lynnwood, WA 98036
9. **Allow 5-7 business days for processing after payment has been approved. Note: Requests made online only take 3 business days for processing. Additional delays may occur during early registration periods or the first week of the quarter.**
10. Questions? Call Enrollment Services at 425-640-1000, or email transcripts@edcc.edu.

Student Information

Last Name		First Name		Date of Birth	Student ID Number or SSN
Current Address	<input type="checkbox"/> Update my record with this address. (Allow one additional processing day for update)	Former Name		E-Mail Address (All college emails will be emailed to your EdMail address, if one was created for you)	
City	State	Day Phone: ()	Did you attend before 1976? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	ZIP	Eve Phone: ()	Are you currently enrolled? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Student Signature: _____ Today's date: _____
The request can not be processed without student's signature.

Ordering Information

Number of official copies: _____ Normal 5-7 business days (\$15.00 US per transcript) Same-day pickup – See Enrollment Services before paying. (\$20.00 US per transcript)

NOTE: Student must verify that all grade changes have been processed prior to requesting transcripts. Provide complete and accurate mailing address below if transcript will be mailed.

- Process transcript as is.
- Process at the end of the quarter after grades are posted. Specify quarter: _____
(Will not include anticipated degrees/certificates)
- Process after degree has been posted. Specify degree: _____
(Degree posting may take 6-8 weeks after end of quarter grades are available)

I will pick up. Photo ID required. Unclaimed transcripts will be shredded after 30 days. If someone else will be picking up your transcript(s), fill out this section:

I authorize _____ to pick up my transcript(s) after showing photo ID.
Authorization expires 30 days from date transcript was processed; valid on this request only.

Send transcript to the address indicated below. Allow 5-7 business days for processing after payment has been made. Transcripts requested to be sent to a WA state college (except private colleges) will be sent electronically unless otherwise indicated:

Do not send electronically – please mail to address below.

Mail to:

Name of person, school, business, agency _____
Address line 1 _____
Address line 2 _____
City, State, Zip/Postal Code, Country (if not US) _____

ES Office Use Only

Date processed: _____ / _____ / _____

Method:
 Mail
 ET
 Pick Up

Tracked by: _____

Same-day ok

Initials: _____

Cashier Use Only

Number of official copies: _____
 x \$15.00/copy
 x \$20.00/copy
\$ _____

Fee Codes:
with SID = FT
no SID = FF