

Transcript Request

Instructions

- Download and print this form if using the web.
- Completely fill out the form. If you do not know your student ID number please provide your social security number.
- The transcript request can not be processed without student's signature.**
- Submit form and **payment** (\$6 per official transcript) to **CASHIER'S OFFICE** located on the 1st floor of Lynnwood Hall.
OR
 SCAN form and email to transcripts@edcc.edu
OR
 FAX form to Cashier at 425-640-1494
OR
 MAIL completed form and **payment** to:
 Edmonds Community College
 Enrollment Services Office – Transcripts
 20000 68th Ave W
 Lynnwood, WA 98036
- Questions? Call Enrollment Services at 425-640-1458.

Payment Information

For payment with credit card:

Visa Mastercard

<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	Month <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	Year <div style="border: 1px solid black; width: 20px; height: 20px;"></div>
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Card Number Expiration Date

Other Payment Options:

- Check enclosed – make check payable to Edmonds Community College.
- Check will be mailed on the same day as scanned or faxed request.
- I will call Cashier's office at 425-640-1563 to make payment.
(Student must notify Enrollment Services via email at transcripts@edcc.edu once payment has been made)
- Charge my student account so I can pay with my credit card (Visa or MasterCard) on the web: http://tuition.edcc.edu/_payment.php

To use web credit card system student must know their student ID number and college assigned personal identification number. See web payment instructions. Student must also notify Enrollment Services via email at transcripts@edcc.edu once payment has been made.

Student Information

Last Name	First Name	<input type="checkbox"/> Update my record with this 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 (Confirmation or issues will be emailed.)
City	State	ZIP	Day Phone: ()	Did you attend before 1976? Yes <input type="checkbox"/> No <input type="checkbox"/>
			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 copies _____ Official (\$6 US per copy) Unofficial (No Charge – limit of 1)
(Cannot be emailed; obtain online at <http://www.edcc.edu/studentinfo/>)

NOTE: It is the responsibility of the student to verify that any grade changes have been processed prior to requesting transcripts. The student is also responsible for providing a complete and accurate mailing address below if transcript will be sent.

- Process immediately* Process at the end of the current quarter after grades are posted*
 Process after degree has been posted.* Specify degree: _____

***Processing delays may occur due to business demands and during peak times.**

- Send transcript to the address indicated below.
 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.
- Pick up to hand carry. **Picture ID required**
 Transcripts are generally available for pick up by 3:30 p.m. the next business day after payment is processed. Transcripts not picked up after 30 days will be destroyed.

Send my transcript to: _____

Separate forms required if transcripts will be mailed to different addresses.

ES Office Use Only

Date processed: _____

Method:
 Mail ET Pick Up

Tracked by: _____

Cashier Use Only

Number of official copies: _____

X \$6/copy ..

\$ _____

Fee Code (w/ SID) = FT
 Fee Code (no SID) = FF 11/09