

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:

- Applying for a Scholarship
- Applying for Graduate School
- Other _____
- Transferring to another college
- Employment

Do Not Send Until: course (please specify) _____ is graded

- Current Semester Grades are Posted
- Degree Conferred
- Transfer Credit appears
- 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

PLEASE NOTE: As of January 2018, same-day processing is no longer an option. ALL transcript requests must receive clearance from Student Financial Services before the transcript will be released. All orders will take *at least* 24 hours to be cleared. Normal processing time is approximately 3 business days.

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 select a Transcript Delivery option:

Via U.S. Postal Service Cost per Transcript is **\$5.00**

Via 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**

Payment types and amount paid:

Cash \$ _____ Check # _____ \$ _____

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.

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

All transcript requests should be sent to: Eastern Nazarene College, Office of the Registrar, 23 East Elm Avenue, Quincy, MA 02170
Questions should be directed to Yvonne Christensen at 617-745-3879 or Email: registrar@enc.edu