



# Transcript Request Form

Please Type or Print Clearly

**Mail to:** Elizabethtown College  
Office of Registration and Records  
One Alpha Drive  
Elizabethtown, PA 17022  
Phone (717) 361-1409

**Fax to:** (717) 361-1427

**Email:** PDF copy of signed form to [regandrec@etown.edu](mailto:regandrec@etown.edu)

## PERSONAL INFORMATION

☐ Current Student

☐ Former Student

Last Name

First Name

Middle Name

Maiden/Former Name

Student ID (or last 4 digits of Social Security Number) \_\_\_\_\_

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

Please List **Dates of Attendance**, if unsure, give approximate dates:

**Graduation Year** \_\_\_\_\_

**From:** (mm/yyyy) \_\_\_\_\_ **To:** (mm/yyyy) \_\_\_\_\_

Your Home Address:

Street or PO Box \_\_\_\_\_

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

Email Address \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell

Physical Signature – **REQUIRED** by Federal Law

Date \_\_\_\_\_

**ADDRESS TO MAIL TRANSCRIPT** Check One: ☐ Official Transcript ☐ Unofficial Transcript (no college seal)

Delivery Options for Transcript:

☐ Now ☐ Hold for Degree Notation ☐ Hold for Current Semester Grades ☐ Pick-Up (Photo ID REQUIRED)

Please forward \_\_\_\_\_ copies of my transcript to the address below:

Recipient / Institution Name \_\_\_\_\_

Individual / Department Name \_\_\_\_\_

Street or PO Box \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**Note:** All financial obligations to the College must be satisfied before transcripts can be released. A separate form is required for each Recipient or Institution. Transcripts are processed during normal business hours within two business days. This form is for transcript mail, fax or pick-up ONLY. Effective fall 2012, Elizabethtown College transcribes Disciplinary Suspensions/Expulsions on the transcript. Questions relating to Student Code of Conduct Notations should be directed to the Vice President for Student Life Office. If you need an electronic transcript (PDF) sent to the recipient, please visit our transcript webpage (<https://www.etown.edu/offices/registration-records/transcripts.aspx>) for instructions and options for electronic transcript delivery through National Student Clearinghouse. Elizabethtown College is **NOT** responsible for any fees associated with electronic transcript requests through National Student Clearinghouse.