

**Elizabethtown College
Office of Registration and Records**



Official Documents & Examinations Policy

Official Transcripts (High School, College, or University)	
	Received in a sealed, unopened, envelope from the college/university
	Received from an official Transcript Delivery Service Provider (NSC, Transcript-Plus, Parchment, etc.) Elizabethtown College uses the National Student Clearinghouse as our delivery service for electronic transcripts.

Unofficial Transcripts (High School, College, or University)	
	Received through Fax
	Received through E-mail (in the body of the email or as an attachment)
	Received as a Photocopy
	Received with watermarks or stamps depicting unofficial or copy
	Received in an envelope with seal broken/resealed, typically sent to a student rather than directly to Registration and Records.
	Received as screen shots from another institutions campus web system

Official Test Scores (Credits through Examination and English Proficiency)	
	Received directly from awarding agency (for example: College Board) Please refer to our website regarding Credit through Examination Policies (https://www.etc.edu/offices/registration-records/transfer/Policy-Credit-by-Exam.aspx)

Unofficial Test Scores	
	Received through Fax
	Received through Email (in the body of the email or as an attachment)
	Received in an opened envelope
	Received as a photocopy
	Received as a screen shot
	Received with watermarks or stamps identifying the document as a COPY or unofficial