



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

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/registration/transcripts>) 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®.