

ENDICOTT COLLEGE

Transcript Request Instructions – For PLS Participants

Were your credits taken for professional development, recertification, or a step-increase? If YES, please use the **Professional Development Transcript Request** form.

Financial clearance is necessary for the release of transcripts.

Note: We do not fax transcripts

Your signature is required in order to send your transcripts. If the situation involves urgency, you may fax your request to our office (978-232-2255). The faxed request must include your signature and the information listed below. Since payment is required, note in your fax that payment has been mailed or provide credit card information on the request form. E-mail requests are only acceptable if attaching a scanned document of your signature.

Our turn-around time on requests for transcripts is 24 to 48 hours.

Information to help us identify your records:

1. Full name, including any name changes and name attended under
2. Social Security number (not required and it does not appear on the transcript)
3. Date of Birth
4. Current Mailing Address
5. Day Time Phone Number or e-mail
6. Dates of Attendance
7. Address where you want the transcript sent
8. State what type of transcript you need (see below).

Cost:

1. Transcripts cost \$6.00 each.
2. Overnight costs –contact Registrar's office

Three Types of Transcripts:

1. **Official Sealed** – have the Registrar's signature and college seal but are being sent in a sealed envelope that has the Registrar's signature on the outside to prove that the envelope was not opened. Needed if the transcript is mailed to you to be forwarded on.
2. **Official - Issued to Student** - are sent to you. They have the Registrar's signature and college seal but are stamped "issued to student" and are not in a sealed envelope. **Not acceptable for college admission.**
3. **Unofficial Transcripts** - have no Registrar's signature or college seal and are stamped 'Unofficial'. They are complete transcripts that are useful when an **official transcript** is not required. You can make photocopies of your unofficial transcript where official transcripts cannot be photocopied. **Use for your job search.**

Contact Person: Priscilla A. Sabeau, Assistant Registrar
Van Loan Graduate School, Endicott College, 978-232-2047