

# NEW TRANSCRIPT REQUEST OPTIONS

ONLINE OR BY MAIL

EFFECTIVE: MAY 1, 2011

We now provide on-line transcript request service when paying by credit/debit card.

If paying by cash or check you need to print out the request form (request form or Wilson Dellacave professional request form from our webpage ([www.endicott.edu](http://www.endicott.edu)) and mail it in with your payment.

- WE WILL NO LONGER ACCEPT ANY REQUEST BY FAX
- WE WILL NO LONGER PROCESS CREDIT CARDS HERE AT THE SCHOOL THEY MUST BE PROCESSED  
THROUGH VERISIGN ONLINE
- NO REQUEST WILL BE PROCESSED WITHOUT PAYMENT