

# ENDICOTT COLLEGE

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## *Professional Development Transcript Request Form*

Courses taken through:

Dellacave \_\_\_\_\_ Sachem Teachers Ctr \_\_\_\_\_ Wilson \_\_\_\_\_ Other (specify) \_\_\_\_\_

**LIST COURSE NUMBER(S) AND NAME OF COURSE THAT ARE TO APPEAR ON TRANSCRIPT AND THE SEMESTER TAKEN (EX: SU07, FA07, SP07, OR WI07):** \_\_\_\_\_  
\_\_\_\_\_

Full Name \_\_\_\_\_ Student ID # or SS# \_\_\_\_\_

Any Former Names \_\_\_\_\_ Contact Number or e-mail \_\_\_\_\_

Street Address \_\_\_\_\_ DOB: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Number of copies requested \_\_\_\_\_

Type: Official Sealed \_\_\_\_\_ Issued to Student \_\_\_\_\_ Unofficial \_\_\_\_\_

Cost: \$6 per copy (effective 7/1/08)

Endicott College now provides on-line transcript request service when paying by credit/debit card. If paying by cash or check complete this form 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**
- For on-line requests check the Dellacave website under What's New or FAQ.

Submitting by mail: (Cash or Check) \$ \_\_\_\_\_

**Send Transcript(s) to: Complete address is required: (We do not fax transcripts)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_