

OFFICIAL TRANSCRIPT REQUEST

ECU RECORDS OFFICE – 1100 E 14th PMB J-8 ADA, OK 74820-6999

email: registrar@ecok.edu FAX: 580-559-5432

Name _____ Date _____
Last First Middle Former

Student's Address _____ SSN or ID# _____
Street/Box City St Zip

Student's Phone # _____

Number of Transcripts Requested (Limit 5/day)

Signature: _____

____ Student to Pick Up* **OR** ____ Mail to: Name of Individual
or Institution: _____

____ Hold for Semester Grades

Street Address: _____

OR ____ Hold for Degree Statement

City/State/Zip: _____

STUDENT'S SIGNATURE and a copy of your PHOTO ID are required

- Transcripts are not issued unless all obligations to ECU are clear.
- Official transcripts from other institutions are not available for redistribution.
- ECU's Financial Aid and Graduate Offices do not require an official ECU transcript.
- **An "Issued to Student" notation will be placed on all official transcripts that are to be picked up.

FOR RECORDS OFFICE USE ONLY

Rec. by: _____ Date: _____

Photo ID: _____ Holds: _____

Computerized: _____

Proc. by: _____ Date: _____