



For College Procedure DC-12
Faculty Credentials

To: Registrar

From:

Date:

Subject: Request for Official Transcripts

Please send an Official Transcript of my academic course work to: **Credentialing@epcc.edu**

El Paso Community College
Human Resources
ATTN: Faculty Credentials Supervisor
P.O. Box 20500
El Paso, TX 79998

OR

El Paso Community College
Human Resources
ATTN: Faculty Credentials Supervisor
9050 Viscount Blvd.
El Paso, TX 79925

If mailing via "express" mail, please use street address

Please return this form with the transcript. Thank you for your prompt attention.

Signature

Name Used During Attendance

Printed Name

Graduation Date/Date Attended

SS Number/Student Number

Present Street Address

Date of Birth

City, State, Zip Code

*** A transcript is not considered OFFICIAL unless it is transmitted directly from the issuing school to the Human Resources Department. Transcripts issued to students are not considered official.**

Forwarded by:

Originating Division/Department