



**El Paso  
Community  
College**

# Transcript Request Form

## Office of Admissions & Registration

Please complete this form and return it to the Office of Admissions & Registration. This form can be emailed to: Admissions@epcc.edu or mailed to:

**El Paso Community College  
Admissions & Registration  
P.O. Box 20500  
El Paso, TX 79998-0500**

Please be sure to include a scan or photo of your state-issued photo ID along with this form. Official transcripts cannot be emailed or faxed, and overnight transcripts cannot be sent to P.O. Boxes.

Legal Last Name:	Legal First Name:	M.I:
Last Name Enrolled Under (if not the same as above):	EPCC ID or Social Security Number:	Date of Birth:
Address:	Contact Number: (            )	
City:	State:	Zip Code:
Email Address:		

When did you last attend EPCC? \_\_\_\_\_/\_\_\_\_\_. How many transcripts do you want sent? \_\_\_\_\_

Please: Mail Immediately      Mail after \_\_\_\_\_/\_\_\_\_ grades have posted

Mail after degree posted      Hold for pickup at the \_\_\_\_\_ campus

Optional - Mail Overnight (There is a \$15.00 fee for overnight transcripts. Overnight transcripts will be sent no later than on the third business day after transcript request has been processed. Please call (915) 831-2569 to make payment arrangements, and please include the payment receipt with this form. Overnight transcript requests received without the payment receipt will be sent via regular mail. There is no charge for transcripts sent via regular mail.)

- If you have requested that we mail your transcripts after the grades for a semester have been posted, these grades will post on the Wednesday after the end of the full semester, regardless of the date that the class actually ends.
- Transcripts being picked-up at the Valle Verde Campus will be ready the next business day after 2PM. Transcripts being picked-up at other campuses will be ready after 2PM on the third business day.
- If anyone other than the student is going to pick-up a transcript, the student must provide written authorization for them to do so by submitting a signed [FERPA Release Form](#) directly to EPCC prior to having the transcript picked-up, and the third-party must provide a valid photo ID in order to receive the transcript.

**ADDRESS WHERE TRANSCRIPT IS TO BE SENT (*Overnight Transcripts cannot be sent to P.O. Boxes.*)**

Institution/Business Name:		
Attention:		
Address:		
City:	State:	Zip Code:

Please attach a photo or scan of your official state or federal photo ID below, or include a PDF of your ID as a separate attachment and include it with this form.

This document will not be processed without the student's signature.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_