



# TRANSCRIPT REQUEST

I am enrolling at El Paso Community College and would appreciate you forwarding an official copy of my transcript directly to El Paso Community College to one of the following addresses: (Sending Transcripts through PDF is an option for College and Universities only.)

MAIL TO:

OR

EMAIL SECURE PDF TO:

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

[Sendtranscripts2@epcc.edu](mailto:Sendtranscripts2@epcc.edu)

Please send this transcript immediately so that my admissions file will be complete. If there is a charge for this service, please bill me.

**PRINT PLEASE**

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Other Names Used if applicable

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Graduation Date if applicable

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Student Signature

El Paso Community College (EPCC) accepts transfer credits from any college or university accredited through a regional accrediting body. EPCC is accredited by the Southern Association of Colleges and Schools (SACS), and is required to have transcripts for each student from **all** institutions previously attended. In order to be considered “official”, transcripts must be sent directly to EPCC by the issuing institution (college, university or HS/GED). This requirement is mandated by SACS in order for EPCC to maintain its accreditation. **Hand carried or transcripts mailed or emailed by student will not be accepted.**

Where applicable, transcripts will be evaluated for undergraduate credit and transcribed to your current EPCC academic record. Upper division and Graduate courses do not transfer.

Transfer of credits from a foreign college or university also follow SACS guidelines. You will need to provide credit recommendations from a recognized credentials evaluation agency (NACES.org/members). You may contact the Admissions and Registration Office for detailed information at 831-2150 or [admissions@epcc.edu](mailto:admissions@epcc.edu).

**Please allow 5-7 days after the transcript is received for processing time. During peak times or college holidays processing time may increase.**