



**Office of the Registrar
Official Transcript Request Form**

Please fill out one request form for each address to which you want your transcript sent. You must print the form and follow the directions below. **INCOMPLETE FORM(S) WILL NOT BE PROCESSED.**

Please allow 3-5 working days, once received in our office, for processing. There will be delays during grading periods at the end of each semester.

TO RECEIVE A TRANSCRIPT, YOU MUST NOT OWE ANY OUTSTANDING FEES OR HAVE HOLDS.

Student Information

ECU Student Banner ID: _____ Last 4 Digits of SSN: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Other Names/Maiden Name: _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Send Now:

Hold for Final Grades:

Hold for Degree:

Number of Copies (x \$7.00 per copy) _____

Transcript Request for Pick Up at Registrar's Office (MUST PROVIDE PHOTO ID).

OR

Transcript Request to be Mailed.

Mailing Information:

Issue to: _____ of copies: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Student Signature: _____ **Date:** _____

TRANSCRIPTS ARE \$7.00 PER COPY.

Payable by check or money order made out to: East Carolina University.

Mail to: East Carolina University | Office of the Registrar | 207 East 5th Street | Mail Stop 518

Greenville, NC 27858-4353 | Office: (252) 328-6747

You may also order your transcripts by going to: www.iwantmytranscript.com