



EASTERN CONNECTICUT STATE UNIVERSITY

REGISTRAR'S OFFICE • ALVIN B. WOOD SUPPORT SERVICES CENTER

83 Windham Street • Willimantic, CT 06226 • Office: (860) 465-5224 Fax: (860) 465-4382

UNOFFICIAL Transcript Request

(Submit to registrar@easternct.edu once completed)

ALL transcript requests should be done through Parchment. This form is to only be completed if an Unofficial transcript is needed AND you are unable to request a transcript using Parchment (e.g. you have an account hold). You can find more information on how to request Transcripts via the Registrar Webpage (<https://www.easternct.edu/registrar/transcript-requests.html>). *Note: If you are a current student, you **do not** need to complete this form. You can submit a request to registrar@easternct.edu from your Student Email.*

First Name: _____ MI: _____ Last Name: _____

Eastern ID #: _____ Date of Birth: _____ Last 4 of SSN: - _____
Required if Eastern ID not provided

Current Email Address: _____ Phone #: _____

Additional Legal Name used while enrolled at Eastern (If different from above):

First Name: _____ Last Name: _____ MI: _____

Check any of the following options (*Indicate number of Copies needed*):

____ Email ____ Copy to: _____

____ Mail ____ Copy to (Mailing Address):

____ Fax ____ Copy to: _____ Attn: _____
(Fax Number) (Individual or Organization)

Learner Signature

Date