

REQUEST FOR OFFICIAL COLLEGE TRANSCRIPT



Esperanza College
of EASTERN UNIVERSITY

- Please print, sign the form in ink, fill out one form for each school, and return it by fax (215-324-2542) or email (ecinfo@eastern.edu)
- Please do not fill out if you already have ordered the official transcript from your sending school or if you have a hold at the college sending your transcript. The hold will need to be removed before we can request your transcript.

PERSONAL INFORMATION

Please print clearly

Name _____
Last First Middle

Current Address _____

City State Zip Country

Primary Phone _____
☐ Home ☐ Cell Email _____

Social Security Number _____ OR Student ID # _____

Name used when attending this school _____ Date of Birth _____

School Name _____ School Location _____

City State

Dates Attended: From _____ To _____

Degree _____ Major _____

☐ Send Now ☐ Send after grades are posted _____ Date ☐ Send after degree is posted _____ Date

Based on the above information, please order my transcript to be sent directly to **Esperanza College of Eastern University**

Applicant's Signature _____ Date _____

Sign, date, and return to one of the contacts below. **Note: We must have your signature.**

To the Registrar of the School: Official transcript must include seal, signature, and date.

Please send by mail to: Esperanza College of Eastern University
Department of Admissions
4261 North 5th St
Philadelphia, PA 19140

Or electronically via parchment or escript-safe to: ecinfo@eastern.edu