

## REQUESTING A TRANSCRIPT FOR COLLEGE CREDIT -- DROP DOWN BOX?

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### HOW TO REQUEST A TRANSCRIPT FROM ECSU

\*\*Current grades will not be posted until after July 1\*\*

Go to [www.easternct.edu](http://www.easternct.edu)

Find Quick Links on the right side of the page and click on **Registrar**

On the left side of the page, select **Transcript Requests**

Click on the link to obtain a **Transcript Request Form**

You can request your transcript:

1. *Online* using your Eastern ID and PIN
2. *In person* at the Registrar's Office, Wood Support Service Center
3. *By Mail* to: Registrar's Office, Eastern Connecticut State University, 83 Windham Street, Willimantic, CT 06226-2295
4. *By Fax* at 860-465-4382

You will need the following information when you request a transcript:

- Your name
- Your Eastern ID and/or the last four digits of your Social Security number
- The name and address of where you wish the transcript to be sent
- Number of transcripts to be sent
- Signature. Your signature is required to release your transcript

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### HOW TO REQUEST A TRANSCRIPT FROM UCONN

\*\*Current grades will not be posted until after July 1\*\*

Go to <http://www.registrar.uconn.edu/transcripts.htm> to download a transcript request form. Forms are to be submitted by fax to 860-486-0062 or by mail to the address below:

Transcript Request Form – University of Connecticut  
Office of the Registrar, Unit 4077T, Storrs, CT 06269-4077

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### HOW TO REQUEST A TRANSCRIPT FROM TRCC

\*\*Current grades will not be posted until after July 1\*\*

[http://www.trcc.commnet.edu/Div\\_StudentServices/Registrar/Registrar.shtml](http://www.trcc.commnet.edu/Div_StudentServices/Registrar/Registrar.shtml). Click on **transcript request** on the right hand column, and follow the instructions on that page.