*This form must be printed and include an original signature for processing.*

**ecpi UNIVERSITY**

**REQUEST FORM**
**Transcript or Duplicate Degree**

## STUDENT INFORMATION

Last Name: _____    First _____    Middle/Maiden _____

Name used while attending: _____    Date of birth: ☐☐☐ (mm/dd/yyyy)    Daytime Phone: _____    Social Security # _____

Address: _____    City _____    State _____    Zip _____    email _____

Did you graduate from ECPI? ☐ Yes ☐ No    Year _____    Which campus did you attend? _____

If you did not graduate, please provide dates of ECPI attendance (approximate): From: ☐☐☐ (mm/dd/yyyy)    To: ☐☐☐ (mm/dd/yyyy)

## TRANSCRIPT REQUEST INFORMATION

Process type requested    ◯ Normal (7-10 business days).for $5.00 OR ◯ Expedited (3-5 business days). for $10.00.    **This is a non-refundable, per copy fee.**

I request that an official transcript be sent:    ◯ to me at the address above.    ◯ to the individual(s) below.

| Name | Company/School Name | Address | City | State | Zip |
|------|---------------------|---------|------|-------|-----|
|      |                     |         |      |       |     |
|      |                     |         |      |       |     |

## DUPLICATE DEGREE REQUEST INFORMATION

☐ I request a duplicate degree/diploma ($20 fee). Degrees/diplomas can only be sent to the graduate and take 4-6 weeks to process (no expedited orders).

## PAYMENT INFORMATION

($5 per transcript/normal processing; $10 per transcript for expedited processing; $20 for duplicate degree/diploma).

Total amount due $ _____    DO NOT MAIL CASH.    Make checks payable to "ECPI University"

To make an online payment, please visit: http://www.ecpi.edu/services/transcript-requests/

*I attest that the above information is correct.*

Date: ☐☐☐ (mm/dd/yyyy)

Student Signature (Required for all requests)_____

## SUBMIT THIS FORM

Print this form and mail or deliver the original to your local campus with payment:

5555 Greenwich Road
Virginia Beach, VA 23462

School of Health Science
5501 Greenwich Road #100
Virginia Beach, VA 23462

School of Culinary Arts
2428 Almeda Ave Suite 106
Norfolk, VA 23513

Virginia Beach Online
5555 Greenwich Road Suite 510
Virginia Beach, VA 23462

NCPACE Students:
Attn: Students Records Coordinator
5555 Greenwich Road
Virginia Beach, VA 23462

1001 Omni Blvd #100
Newport News, VA 23606

School of Health Science
1001 Omni Blvd #100
Newport News, VA 23606

10021 Balls Ford Road, #100
Manassas, VA 20109

5234 Airport Road
Roanoke, VA 24012

800 Moorefield Park Drive
Richmond, VA 23236

School of Health Science
800 Moorefield Park Drive
Richmond, VA 23236

School of Health Science
2809 Emerywood Pkwy Suite 400
Richmond, VA 23294

4305 Cox Road
Glen Allen, VA 23060

4800 Airport Center Parkway #100
Charlotte, NC 28208

124 Floyd Smith Drive
Charlotte, NC 28262

7802 Airport Center Drive
Greensboro, NC 27409

4101 Doie Cope Road
Raleigh, NC 27613

250 Berryhill Road #300
Columbia, SC 29210-6467

1001 Keys Drive #100
Greenville, SC 29615

7410 Northside Drive #100
North Charleston, SC 29420

Office use only    Rec: _____    Paid: _____    Receipt #: _____    Date processed: _____    Address verified in CampusVue_____

*University Administration 5555 Greenwich Road, Virginia Beach, VA 23462    Registrar@ecpi.edu    www.ecpi.edu    Rev. 10/13/2014*