

Estrella Mountain Community College
Admissions & Records
3000 North Dysart Road
Avondale, AZ 85392
(623) 935-8888 (option 1)
(623) 935-8848 (fax)



OFFICIAL TRANSCRIPT REQUEST FORM

Complete all sections below

SouthWest Skill Center Transcript Request
*Only available for students who attended SWSC until 2017

OFFICIAL TRANSCRIPTS - Embossed with College Seal on official paper - \$5.00 Fee per copy applies.

Number of copies requested _____ X \$5.00 per copy = \$ _____ (total fee)

UNOFFICIAL TRANSCRIPTS - Available immediately from your Student Center

Instructions: Please complete the form with payment information and return to EMCC A&R by fax at (623) 935-8848, by mail at the address above, or online via the general upload link here <https://go.estrellamountain.edu/ar-document-upload-form>

* We **DO NOT** accept requests via email

Student Information

Student Name: _____ Student ID #: _____

Last 4 digits of Social Security #: ____ _ Date of Birth: ____/____/____ Phone #: _____

Address: _____ City: _____ State: ____ Zip: _____

Transcript Destination:

Hold for student pick-up Send to student address provided above Send to institution at address below

Institution: _____ Attn: _____

Address: _____ City: _____ State: ____ Zip: _____

I understand federal law requires transcript requests be made in writing and authorized by the student. Transcripts **will not** be issued for students with any outstanding debts to any of the Maricopa Colleges.

Student Signature: _____ **Date:** _____

Maricopa County Community Colleges are EEO/AA Institutions

Payment Information for Official Requests (Payments can also be made over the phone by calling 623-935-8888, option 2)

Circle One: **VISA** **MasterCard** **Discover** **American Express**

Credit Card #: _____ Security Code on back of card: _____

Expiration Date: ____ / ____ Cardholder Name as it appears on card: _____

Cardholder Signature: _____