

- A written request with signature must be submitted to SouthArk’s Office of Enrollment Services before a transcript will be sent to another college, university, or organization. To transfer credit, complete the form below, then submit it through one of the following steps:
 1. Mail your request form to SouthArk Community College, Attn: Office of Enrollment Services, PO Box 7010, El Dorado, AR 71731-7010.
 2. Fax your request form to SouthArk’s Enrollment Services Office at 870.864.7137.
 3. Bring your completed request form to the Student Service/Enrollment Services Department on SouthArk’s west campus. (2nd floor of the El Dorado Conference Center)
- Most transcript requests are processed electronically via **eSCRIP**. Please allow 3 to 5 business days for your transcript to reach its destination.
- A transcript will not be furnished for anyone whose financial obligations to SouthArk have not been met.
- The college will not copy or release transcripts and/or test scores from other colleges or institutions, including high schools. Students should request this information directly from the appropriate high school, college or testing service.
- If you have any questions, contact Enrollment Services at 870.864.7195.



TRANSCRIPT REQUEST

South Arkansas Community College
Office of Enrollment Services
P.O. Box 7010 El Dorado, AR 71731-7010
Fax # 870-864-7137

Please send an **official** copy of my transcript to:

Institution: _____

Office or Person: _____

Street Address: _____

City, State, Zip Code: _____

Or Email: _____

Send: ___ now ___ after current grades are posted ___ after degree is posted

Name: _____
First Middle Last Maiden/Former Names

Social Security Number or Student ID: _____ Date of Birth: _____

Cell Phone: _____ Email address: _____

Are you currently enrolled at SouthArk? ___ Yes ___ No If not, year of last attendance: _____

*An official transcript request will not be processed until all financial obligations to the college have been satisfied. Transcript requests are generally processed within three (3) working days. At the beginning or end of each semester, more time is required.

Signature: _____ Date: _____

Office Use Only
Legacy Cleared: _____
Date: _____
Processed By: _____
Escrip: _____
Mailed: _____
Pick up: _____
Date: _____