

- You must submit a written request with signature to SouthArk’s Office of Enrollment Services before your transcript will be sent to another college or university. To transfer credit, complete the form below, then submit it through one of the following steps:
  - 1) Mail your request to SouthArk Community College, Attn: Office of Enrollment Services, P.O. Box 7010, El Dorado, AR 71731-7010.
  - 2) Fax your request to SouthArk’s Enrollment Services Office at 870.864.7137.
  - 3) Bring your request to the Enrollment Services/Admissions Office on SouthArk’s west campus. (2<sup>nd</sup> floor of the Conference Center/Student Center)
- Please allow 3 to 5 business days for your transcript to reach its destination.
- No transcript request will be processed until all financial obligations to the college have been met.
- The college will not copy and 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 870.862.8131 ext 195.



**TRANSCRIPT REQUEST**  
South Arkansas Community College  
Office of Enrollment Services  
P.O. Box 7010 El Dorado, AR 71731-7010

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

Institution: \_\_\_\_\_

Office or Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Or Email: \_\_\_\_\_

Name: \_\_\_\_\_  
*First Middle Last Maiden*

Social Security Number or Student ID: \_\_\_\_\_ Send:  Now  End of Semester

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you currently enrolled at SouthArk?  Yes  No Year of last attendance: \_\_\_\_\_

School you attended:  SouthArk  SAU - El Dorado  Oil Belt Vo-Tech

Signature: \_\_\_\_\_ Date: \_\_\_\_\_