

**Elizabethtown College
Office of Registration and Records**



Official Documents & Challenge Examinations Policy

Official Transcripts (High School, College or University)	
	Received in a sealed, unopened, envelope from the college/university
	Received from an official Transcript Delivery Service Provider (NSC, Transcript-Plus, Parchment, etc.) Elizabethtown College uses eCredentials Transcript Plus as our delivery service for electronic transcripts.

Unofficial Transcripts (High School, College or University)	
	Received through Fax
	Received through E-mail (in the body of the email or as an attachment)
	Received as a Photocopy
	Received with watermarks or stamps depicting unofficial or copy
	Received in an envelope with seal broken/resealed, typically sent to a student rather than directly to Registration and Records.
	Received as screen shots from another institutions campus web system

Official Test Scores (Credits through Examination)	
	Received directly from CollegeBoard or ACT

Unofficial Test Scores	
	Received through Fax
	Received through Email (in the body of the email or as an attachment)
	Received in an opened envelope
	Received as a photocopy
	Received as a screen shot
	Received with watermarks or stamps identifying the document as a COPY or unofficial