



English Language Institute

Transcript / Certificate / Progress Letter Request Form

Student Name:		Student ID:	
Email (Marshall email address only):			
Semester and Year:		Level and Section:	

Course History (complete information of the semester and year you request the document for):

Program attended:	AE or ELI		Special Program (SP)
Level	Semester		Year
Level	Semester		Year
Level	Semester		Year

Document Format Requested (choose one):

<input type="checkbox"/>	AE/ELI/SP Sealed Official Transcripts (paper copy)
<input type="checkbox"/>	AE/ELI/SP Electronic Official Transcripts (digital copy)

Paper copy mailing address:

Address line 1:					
Address line 2:					
City:		State:		Zip:	
Country:					

Overseas mailing fee will apply.

Digital copy will be emailed to your Marshall email address only.

Password:	
Password must be 6 characters including at least one number and one letter (all lowercase letters). You will use this password to open the digital copy of document. The password will not be emailed to you, please remember and keep it confidential.	

Submit this form to the ELI Program Manager or eli@marshall.edu. Attach any documents you believe are relevant to your request.

Student Signature:		Date:	
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For Official Use only

Document is delivered by	<input type="checkbox"/>	mail	<input type="checkbox"/>	email	Date:	
Remark:						

ELI Program Manager Signature:		Date:	
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