



Essex County College - Office of Enrollment Services

In light of the coronavirus COVID-19 outbreak, ECC has suspended all in-person services. We are working remotely and will continue providing student services on a limited basis. We are answering calls & emails remotely Mon-Thurs. from 9am to 3pm and Fridays from 9am to 2pm.

Admission <https://www.essex.edu/admissions/>

Registration <https://www.essex.edu/registration/>

International Students Admission <https://www.essex.edu/international/>

Important tips for e-mail requests:

For **ALL** e-mail requests, please remember to include **First and Last Name, ECC Student ID, Last 4-digit SSN, and Date of Birth**. In the **Subject line of the e-mail** state what the request is for. Additional information/documents may be needed for some requests (see below).

Admission inquiries - rcardoso@essex.edu

Transcript evaluation – mochoa@essex.edu

PIN Reset – send request to esx@essex.edu and include the following-First & Last name, ECC ID#, Date of Birth

If you have any questions or have issues with Web Services or MyECC we can be reached at **973-877-3100** and press #8 to speak to a Representative Mon-Thurs. from 9am to 3pm and Fridays from 9am to 2pm.

Official Transcript Request – send request to esx@essex.edu and include the following.

- Complete address of where the transcript is to be mailed to
- How many transcripts you are requesting
- Transcript fee is \$10 and will be charged to your account

To view or print **Unofficial transcript** login to webservices.essex.edu. Unofficial transcripts are free.

Student & Financial Aid → Student Records → Academic Transcript

Enrollment and/or degree verifications, Chargebacks – hamza@essex.edu

Graduation inquiries - shunt@essex.edu

Diplomas - mmartinez@essex.edu

Change of Major: send request with Previous Major and New Major to shunt@essex.edu

Change of Personal Information – Request **must be sent from your student e-mail** and must include proper documentation. Requests sent from a personal e-mail account will not be processed. Send request and documentation to jcerreto@essex.edu

Documents required to make an official change of personal information.

Change of SSN/TIN: copy (screenshot) of your signed Social Security Card/Taxpayer Identification Number

Change of Name: copy of marriage license, court order, divorce decree government issued ID (driver's license, passport)

Change of Date of Birth: driver's License, birth certificate, or passport

Change of Address: previous address and new address

If moving in-county submit **two or more** of the following documents: State ID, Lease or rental agreement, voter's registration card, utility (gas/electric, phone, cable) bill, bank statement, IRS tax transcript. Documents must be dated before the start of the enrollment period.

International Student Application- Send an e-mail to dizdarev@essex.edu and digital information will be sent to you

To provide information regarding use of VA educational benefits

- New student/Veterans: e-mail your Eligibility Letter and copy of your registration to dizdarev2@essex.edu

- Returning/continuing student/veteran: send an e-mail from Essex County College e-mail account with copy of your registration to dizdarev@essex.edu. In subject line include your First and Last Name and Essex County College ID. DO NOT INCLUDE YOUR SSN.

Stay Safe

4/20/2020