



## Essex County College - Office of Enrollment Services

Important tips for e-mail requests: Be sure to include First and Last Name, ECC Student ID Number, E-mail Subject (what request is about).

PLEASE ALLOW AT LEAST 8 BUSINESS DAYS FOR A REPLY.

Admissions Information	<a href="https://www.essex.edu/admissions/">https://www.essex.edu/admissions/</a>
Admission Application deadline	<a href="https://www.essex.edu/admissions/application-deadlines/">https://www.essex.edu/admissions/application-deadlines/</a>
Transcript evaluations	Information <a href="https://www.essex.edu/transfer/#Transfer">https://www.essex.edu/transfer/#Transfer</a> Inquiries: <a href="mailto:mochoa@essex.edu">mochoa@essex.edu</a>
Immunization	Form & information <a href="https://www.essex.edu/wp-content/uploads/2020/04/Immunization%20form.pdf">https://www.essex.edu/wp-content/uploads/2020/04/Immunization%20form.pdf</a>
International Students Admissions International Student Application	Information <a href="https://www.essex.edu/international/">https://www.essex.edu/international/</a> Send an e-mail to <a href="mailto:dizdarev@essex.edu">dizdarev@essex.edu</a> and digital information will be sent to you.
VA educational benefits:	New student/Veterans: e-mail your Eligibility Letter and copy of your registration to <a href="mailto:dizdarev@essex.edu">dizdarev@essex.edu</a>  Returning/continuing student/veteran: send e-mail from Essex County College e-mail account with copy of your registration to <a href="mailto:dizdarev@essex.edu">dizdarev@essex.edu</a> . In subject line include your First and Last Name and Essex County College ID. DO NOT INCLUDE YOUR SSN.
Web Services PIN Reset	Send request for PIN reset to <a href="mailto:esx@essex.edu">esx@essex.edu</a> - Include (First Name, Last name, ECC ID#, Date of Birth, and PIN reset in the Subject line)  Web Services or MyECC Portal question: <b>973-877-3100</b> , press #8 to speak to a representative Mon-Fri. 9am to 3pm.
Academic Advisement Academic Departments	<a href="https://www.essex.edu/academic-advisement">https://www.essex.edu/academic-advisement</a>  <a href="https://www.essex.edu/academics/">https://www.essex.edu/academics/</a>
Credit Course Registration Cross Registration	Information <a href="https://www.essex.edu/registration/">https://www.essex.edu/registration/</a>  At NJIT: <a href="https://www.essex.edu/wp-content/uploads/2020/06/Website-Cross-Registration-Information-NJIT.pdf">https://www.essex.edu/wp-content/uploads/2020/06/Website-Cross-Registration-Information-NJIT.pdf</a>  At Rutgers: <a href="https://www.essex.edu/wp-content/uploads/2020/06/ECC-Students-Cross-Registration-at-Rutgers-Newark.pdf">https://www.essex.edu/wp-content/uploads/2020/06/ECC-Students-Cross-Registration-at-Rutgers-Newark.pdf</a>

Tuition Payment Information	<a href="https://www.essex.edu/bursar-office/">https://www.essex.edu/bursar-office/</a>
Financial Aid Information	<a href="https://www.essex.edu/fa/">https://www.essex.edu/fa/</a>
Course Eligibility Review for financial aid	<a href="https://www.essex.edu/wp-content/uploads/2020/09/FORM%20-%20FINANCIAL%20AID%20COURSE%20REQUIREMENT%20REVIEW.pdf">https://www.essex.edu/wp-content/uploads/2020/09/FORM%20-%20FINANCIAL%20AID%20COURSE%20REQUIREMENT%20REVIEW.pdf</a> Send completed form to <a href="mailto:enrollptusp@essex.edu">enrollptusp@essex.edu</a>
Access Unofficial Transcript	Login to <a href="http://webservices.essex.edu/">http://webservices.essex.edu/</a>
Request Official Transcript	Information <a href="https://www.essex.edu/ecc-transcripts/">https://www.essex.edu/ecc-transcripts/</a> Login to submit request <a href="http://webservices.essex.edu/">http://webservices.essex.edu/</a>
Degree Audits/Graduation	Last name letters A – M, send e-mail to <a href="mailto:shunt@essex.edu">shunt@essex.edu</a> Last name letters N – Z, send e-mail to <a href="mailto:hamza@essex.edu">hamza@essex.edu</a>
Request diploma to be mailed	Send request to <a href="mailto:mmartinez@essex.edu">mmartinez@essex.edu</a> Include Name, ID#, Address from your student e-mail account.
Enrollment Verification Request	<a href="https://essexcountycollege.wufoo.com/forms/k1942x2v0ofb725/">https://essexcountycollege.wufoo.com/forms/k1942x2v0ofb725/</a> Email to <a href="mailto:hamza@essex.edu">hamza@essex.edu</a> or fax form to: (973) 877-3446
Chargeback (county residents)	Email to <a href="mailto:hamza@essex.edu">hamza@essex.edu</a> or Fax application & supporting documents to (973) 8877-3446
Change of Address	<a href="https://essexcountycollege.wufoo.com/forms/kmis71z1x692a0/">https://essexcountycollege.wufoo.com/forms/kmis71z1x692a0/</a>
Tuition Rate Adjustment Request	<a href="https://essexcountycollege.wufoo.com/forms/k1hi5gqr0xt4fgf/">https://essexcountycollege.wufoo.com/forms/k1hi5gqr0xt4fgf/</a>
Change of Academic Major Request	Contact Academic Department to request change of major. Academic Department will forward approved forms to Enrollment Services <a href="mailto:shunt@essex.edu">shunt@essex.edu</a> .
Change of Personal Information (Name, SSN/TIN, Date of Birth)	Email request & documentation to <a href="mailto:jcerreto@essex.edu">jcerreto@essex.edu</a> from your student e-mail account. Requests sent from a personal e-mail account will not be processed.  <b>Change of SSN/TIN:</b> copy (screenshot) of your signed Social Security Card or Taxpayer Identification Number <b>Change of Name:</b> copy of marriage license, court order, divorce decree, or government issued ID (driver's license, passport) <b>Change of Date of Birth:</b> driver's License, birth certificate, or passport
Senior Citizen Wavier Request	<a href="https://essexcountycollege.wufoo.com/forms/kf5bdwn0cxmkk3/">https://essexcountycollege.wufoo.com/forms/kf5bdwn0cxmkk3/</a>
Action Request Form	<a href="https://essexcountycollege.wufoo.com/forms/xnea4ml1lpoy34/">https://essexcountycollege.wufoo.com/forms/xnea4ml1lpoy34/</a>