



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.

Admission Application deadline	https://www.essex.edu/admissions/application-deadlines/
Admissions Information	https://www.essex.edu/admissions/
Academic Advisement	https://www.essex.edu/academic-advisement
Academic Departments	https://www.essex.edu/academics/
Action Request Form	https://essexcountycollege.wufoo.com/forms/xnea4ml1lpoy34/
Change of Academic Major Request	Contact Academic Department to request change of major. Academic Department will forward approved forms to Enrollment Services shunt@essex.edu .
Change of Address/Email	https://essexcountycollege.wufoo.com/forms/kmis71z1x692a0/
Change of Personal Information (Name, SSN/TIN, Date of Birth)	Email request & documentation to icerreto@essex.edu from your student e-mail account. Requests sent from a personal e-mail account will not be processed. Change of SSN/TIN: copy (screenshot) of your signed Social Security Card or Taxpayer Identification Number Change of Name: copy of marriage license, court order, divorce decree, or government issued ID (driver's license, passport) Change of Date of Birth: driver's License, birth certificate, or passport
Chargeback (county residents)	Email to Chargebacks@essex.edu
Course Eligibility Review for financial aid	https://www.essex.edu/wp-content/uploads/2020/09/FORM%20-%20FINANCIAL%20AID%20COURSE%20REQUIREMENT%20REVIEW.pdf Send completed form to enrollptusp@essex.edu
Credit Course Registration	Information https://www.essex.edu/registration/
Cross Registration	At NJIT: https://www.essex.edu/wp-content/uploads/2020/06/Website-Cross-Registration-Information-NJIT.pdf At Rutgers: https://www.essex.edu/wp-content/uploads/2020/06/ECC-Students-Cross-Registration-at-Rutgers-Newark.pdf

Degree Audits/Graduation	Last name letters A – M, send e-mail to shunt@essex.edu Last name letters N – Z, send e-mail to enrollptusp@essex.edu
Request diploma to be mailed	Send request to mmartinez@essex.edu Include Name, ID#, Address from your student e-mail account.
Enrollment Verification Request	https://essexcountycollege.wufoo.com/forms/k1942x2v0ofb725/ Email to esx@essex.edu or fax form to: (973) 877-3446
Financial Aid Information	https://www.essex.edu/fa/
Immunization	Form & information https://www.essex.edu/wp-content/uploads/2020/04/Immunization%20form.pdf
International Students Admissions International Student Application	Information https://www.essex.edu/international/ Send an e-mail to yeltanta@essex.edu and digital information will be sent to you.
Senior Citizen Wavier Request	https://essexcountycollege.wufoo.com/forms/kf5bdwn0cxmkk3/
Access Unofficial Transcript Request Official Transcript Transcripts (incoming) for evaluations	Login to http://webservices.essex.edu/ Information https://www.essex.edu/ecc-transcripts/ Login to submit request http://webservices.essex.edu/ Information https://www.essex.edu/transfer/#Transfer Inquiries: TranscriptsIN@essex.edu
Tuition Rate Adjustment Request	https://essexcountycollege.wufoo.com/forms/k1hi5gqr0xt4fgf/
VA educational benefits:	New student/Veterans: e-mail your Eligibility Letter and copy of your registration to dizdarev@essex.edu Returning/continuing student/veteran: send 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.
Web Services PIN Reset	Send request for PIN reset to esx@essex.edu - Include (First Name, Last name, ECC ID#, Date of Birth, and PIN reset in the Subject line) Web Services or MyECC Portal question: 973-877-3100 , press #8 to speak to a representative Mon-Fri. 9am to 3pm.