



# TRANSCRIPT REQUEST FORM

### 1. Please choose one:

- Standard: Processed within 5-10 working days\*
- Rush: Processed within 48 hours of request (\$25 per copy)
- FedEx: (Credit card required – fees vary)
- Pick-Up

### 2. Please choose one:

- Official Transcript (\$10 per copy) / # of Copies: \_\_\_\_
- Unofficial Transcript (No Charge) / # of Copies: \_\_\_\_
- Narrative Grades for semesters prior to Fall 2010 (additional \$10 per copy; must be ordered with official transcript) / # of Copies: \_\_\_\_

### 3. PLEASE Print Legibly

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Other Name(s) Used While Enrolled Student ID or Social Security Number

\_\_\_\_\_  
 Current Street Address City/State Zip

(\_\_\_\_\_) \_\_\_\_\_  
 Home/Cell Phone Work Phone

\_\_\_\_\_  
 Pacific Oaks College Email Address Date of Birth

\_\_\_\_\_  
 First term at Pacific Oaks College: Most recent term at Pacific Oaks College:

### 4. If you received a degree/credential from PO (please check one):

- BA.HD     BA.ECE     MA.HD     MFT     MA.ED     MA.ECE     Credential/Certificate

### 5. Additional Options:

- Hold my transcript until current semester grades are posted
- Hold my transcript until the posting of:  Degree (Application must be submitted)  Credential  BA Waiver
- Hold my transcript for a grade conversion (**request form has been submitted**)

Mail transcript(s) to (two addresses per form):

### Credit Card Information:

- Visa     Amex
- Mastercard     Discover

Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ 3-Digit Security Code \_\_\_\_\_

I authorize Pacific Oaks College to charge \$ \_\_\_\_\_ to my credit card for the purchase of official college transcripts.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

- \*Students prior to Fall 2010 may experience additional processing
- If you are requesting multiple copies that require distinctive processing, please submit multiple requests.
- Enclose a check if you are submitting this request by mail. For security reasons, pay by credit card only if you are paying in person or faxing your request to: 626.529.8090
- Transcripts cannot be issued to individuals with Business Office or Library holds.
- Transcripts cannot be issued without payment at the time of request.

### Registrar's Office Use ONLY

Processed by \_\_\_\_\_ Date Processed \_\_\_\_\_ Date Routed to Business Office \_\_\_\_\_