



OFFICIAL TRANSCRIPT REQUEST

PLEASE PRINT

PHOTO I.D. REQUIRED WHEN ORDERING AND PICKING UP

Name _____ Date of Birth _____ Date _____
 Address _____ Knumber or SSN _____ - _____ - _____
 City _____ State _____ Zip _____ Phone # (____) _____

NOTE: Transcript requests are processed as quickly as possible, in the order that requests are received. Payment must be received prior to processing the transcript request. Incomplete forms will cause delays. Transcripts are normally processed within 4-7 business days. If you request us to send the transcript to an out-of-state school, it can take two weeks or more to be recognized at that receiving school's office. Official transcripts include credit courses only. Check box in "special handling" to request non-credit, CEU, Chemeketa/Winema High School, or developmental education transcripts.

Have you ever attended Oregon Coast Community College? Yes No

MAIL _____ Copies **Fee: \$5.00 for each copy**

Name _____
 Address _____ City _____ State _____ Zip _____

Name _____
 Address _____ City _____ State _____ Zip _____

FAX **Additional Fee: \$5.00**

Copy will be faxed, then official will follow by U. S. Mail.

Name _____
 Fax Number (____) _____

PICK UP DATE: _____ **AT:** 11 a.m. or 3 p.m. _____ **Copies Fee: \$5.00 for each copy**

Submit request form at least one hour prior to pick-up time indicated above.

Photo I.D. and/or signed note from the student is required to pick up transcripts in-person.

Transcripts not picked up within 10 working days will be mailed to the address above.

I authorize _____ to pick up my transcript on my behalf.

RUSH SERVICE **Additional Fee: \$10.00**

For faster processing of Mail, or Pick-up requests.

SPECIAL HANDLING

- Hold for grade change from _____ to _____ for term: _____ year: _____ course: _____.
 - Hold for current term grades: Summer Fall Winter Spring
 - Hold for Credit for Prior Learning (CPL)/Credit for Prior Certification (CPC)
 - Include Non-Credit transcript
 - Include Continuing Education Unit (CEU) transcript
 - Include Chemeketa/Winema High School transcript
 - Include Developmental Education transcript
 - Hold for posting of degree: Summer Fall Winter Spring
- Are you graduating with more than one degree? Yes No

STUDENT SIGNATURE: X _____

		OFFICE USE ONLY	
_____ Identification		Transcript fee _____	_____ Cash
_____ Obligations		Fax fee _____	_____ Check
		Rush fee _____	_____ Visa/Mastercard
Processed by: _____		Total _____	
Date: _____			