

OFFICIAL TRANSCRIPT REQUEST

PLEASE PRINT

PHOTO I.D. REQUIRED WHEN ORDERING AND PICKING UP

Name _____ Date _____
 Address _____ SSN _____ - _____ - _____
 City _____ State _____ Zip _____ Phone # (____) _____

NOTE: Transcript requests are processed as quickly as possible, in the order that requests are received. Incomplete forms will cause delay. Transcripts are normally processed within 4-7 business days. However, at the end of each term, college closure days, and after graduation, processing official transcripts may take longer due to heavy volume. 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 or Chemeketa/Winema HS transcript.

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.

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, Fax, 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
- Include Non-credit/Continuing Education Unit transcript
- Include Chemeketa/Winema HS transcript
- Hold for posting of degree: Summer Fall Winter Spring
- Are you graduating with more than one degree? Yes No
- Hold for posting of Oregon Transfer Module: Summer Fall Winter Spring

STUDENT SIGNATURE: X _____

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