

TRANSCRIPT REQUEST FORM



Records Office
One Angwin Avenue
Angwin, CA 94508
(707) 965-6673
(707) 965-6432 Fax

STUDENT INFORMATION

Date: _____

Full name: _____

Last First Middle

Former name (if applicable): _____

Last First Middle

SSN: _____ - _____ - _____

PUC ID (optional): _____

Current address: _____

Home Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Are you a current student? (*Circle one*) **Yes No**
 If yes, send transcript after which quarter? (*Circle one*)
Fall Winter Spring Summer Send Now

SENDING INFORMATION

Each official copy of the transcript is packaged in an individually sealed envelope.

I would like to **pick up** _____ official copies of my transcript. Please call me when they are ready

Please **mail** my official transcript to:
 Mailing Address #1:

Number of official copies: _____

Mailing Address #2:

Number of official copies: _____

Please **fax** my unofficial transcript to:
 Company: _____
 Attn: _____
 Fax #: _____ - _____ - _____

ORDER AND PAYMENT INFORMATION

- Processing time for all requests is 2-5 business days.
- Processing time and pricing are the same for official and unofficial transcripts.
- Delivery time is separate from processing time.
- Rush processing is not available.

Quantity

First 25 copies (ever) *Free of charge*

Additional copies \$5 ea. x _____ = _____

Delivery

- Regular Mail *Free of charge*
 Fed-Ex (Overnight, no PO Box) \$25 _____
 Express Mail (2-day) \$20 _____

Prices for rush delivery may be higher for international destinations (call for details).

Total cost: \$ _____

Payment method for above total:

- No charge
 Check made out to Pacific Union College
 Visa Mastercard Discover

Card # _____

Expiration date _____ Security code _____

Name on card _____

Billing address: _____
PO Box or Street

City _____ State _____ Zip _____

Signature **X** _____ By Federal law we cannot send your transcript without your signature.

“No transcripts are issued until all of your financial obligations to the College have been met.”