

TRANSCRIPT REQUEST FORM



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

We recommend you use the online ordering process through the National Student Clearinghouse. Transcript requests can be tracked using this service. Please visit www.puc.edu/transcripts for more information.

STUDENT INFORMATION

Date: _____

PUC ID (optional): _____

Full name:

Current mailing address:

Last First Middle

Former name (if applicable):

Last First Middle

Phone: _____ - _____ - _____

SSN: _____ - _____ - _____

Email: _____

SENDING INFORMATION

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

Please **mail** my official transcript to:

Mailing Address #1 (include name of person/place):

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

Please **fax** my unofficial transcript to:

Company: _____

Number of official copies: _____

Attn: _____

Fax #: _____ - _____ - _____

Mailing Address #2 (include name of person/place):

Please **send my** transcript:

Now

After grades are posted for (circle one):

Fall Winter Spring Summer

After degree is posted

Other: _____

Number of official copies: _____

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. Rush delivery is available for an additional fee (*see note below*).

Quantity

First 25 copies (ever)

Free of charge

Delivery

Regular Mail

Free of charge

Fax

Free of charge

Please note:

Electronic transcripts, orders above the 25 free copies and transcripts which require overnight or rush delivery service must be ordered directly from National Student Clearinghouse at www.getmytranscript.org.

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.”