

# 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 Parchment.com. Transcript requests can be tracked using this service. Please visit [puc.edu/transcripts](http://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: \_\_\_\_\_

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

Fax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

One Legacy Student Transcript	\$10.00
One Non-Legacy Student Transcript	\$20.00

### Delivery

Regular Mail \$2.00

Fax Free of charge

### Please note:

*Electronic transcripts and transcripts which require overnight or rush delivery service must be ordered directly from Parchment at [parchment.com](http://parchment.com).*

Signature <b>X</b> _____	By Federal law we cannot send your transcript without your signature.
--------------------------	---