



## REGISTRAR'S OFFICE TRANSCRIPT REQUEST FORM

Please choose one option:

- ☐ Transcript will be processed within 5-10 working days of receipt of request and sent first class mail. Processing fee is \$10.00 per copy.
- ☐ Transcript will be processed within 48 hours of receipt of request and sent first class mail. Rush transcript processing fee is \$20.00 per copy.
- ☐ Express Mail delivery is \$15.00 in addition to transcript processing fee and next day delivery is dependent on the US Postal Service.
- ☐ For semesters prior to Fall 2010, Narrative Evaluations available upon request for an additional \$10.00 per transcript copy.

FOR EXTENSION PROGRAM TRANSCRIPTS PLEASE CONTACT THE REGISTRAR'S OFFICE.

- If you are requesting multiple copies that require distinctive processing, please submit multiple requests. There is no discount for multiple copies.
- Enclose a check if you are submitting this request by mail. For security reasons, pay by credit card only if you are paying in person or faxing your request to: 626.529.8090
- **Transcripts cannot be issued to individuals with Business Office or Library holds.**
- **Transcripts cannot be issued without payment at the time of request.**

*PLEASE print legibly*

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Other Name(s) Used While Enrolled Student ID or Social Security Number

\_\_\_\_\_  
Current Street Address City/State Zip

(\_\_\_\_\_) \_\_\_\_\_  
Home/Cell Phone Work Phone

\_\_\_\_\_  
Email Address Date of Birth

First term at Pacific Oaks College: \_\_\_\_\_ Most recent term at Pacific Oaks College: \_\_\_\_\_

If you received a degree/credential from PO (please check one) ☐BA ☐MA ☐MFT ☐Credential

- ☐ **Hold** my transcript for current semester evaluations
- ☐ **Hold** my transcript until the posting of: ☐Degree ☐Credential ☐BA equivalency  
(Application must be submitted)
- ☐ **Hold** my transcript for the following reason: \_\_\_\_\_
- ☐ **Hold** my transcript for a grade conversion (**request form has been submitted**)

**NOTE: Holds may cause delay in processing.**

Mail transcript(s) to (one address per form): \_\_\_\_\_

Number of transcripts \_\_\_\_\_ Student Signature \_\_\_\_\_

### Credit Card Information:

- ☐ Visa Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- ☐ Mastercard Expiration Date: \_\_\_\_/\_\_\_\_

I authorize Pacific Oaks College to charge \$\_\_\_\_\_ to my credit card for the purchase of official college transcripts.

Processed by \_\_\_\_\_ Date Processed \_\_\_\_\_ **Registrar's Office ONLY**  
Effective 02/11