

**Graduate School of Education**Post Office Box 751  
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## Transcript Request Form

### For Current PSU Students & PSU Alumni Only

To complete your application to the Graduate School of Education, you are required to upload an unofficial copy of transcripts from every institution of higher education that you have ever attended. (This is true regardless of whether or not you earned a credential from that institution, or if those credits were transferred to another school.) Official copies of your transcripts will be required at the time of enrollment, but can be submitted anytime. For a precise definition of unofficial vs official transcripts, please consult <http://www.pdx.edu/ogs/transcripts>.

**If you are a current PSU student or have graduated from a PSU program**, your PSU and transfer transcripts are currently on record with the Registrar's Office. Please complete and save this form, and then upload it to the transcripts section of your online graduate application. This will notify the Office of Admissions to pull all previous PSU and transfer transcripts to complete your application. If you have taken additional coursework that is not reflected on the transcripts that we have on file for you, you will need to submit new official copies of those transcripts.

Current First and Last Name: \_\_\_\_\_

Prior First or Last Name: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Current Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

PSU ID (Required for transcript retrieval): \_\_\_\_\_

**Please READ and INITIAL:**

\_\_\_\_\_ I am applying to a program within the PSU Graduate School of Education. Please release copies of my PSU transcripts and applicable test scores to the Graduate School of Education to complete my application.

**If you have questions, please email [gseinfo@pdx.edu](mailto:gseinfo@pdx.edu)** or contact the Admissions Specialist who supports your particular academic program.