

**OFFICIAL TRANSCRIPT REQUEST**

PLEASE PRINT

PHOTO I.D. REQUIRED WHEN ORDERING AND PICKING UP

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Knumber or SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

**NOTE:** Transcript requests are processed as quickly as possible, in the order that requests are received. Payment must be received prior to processing the transcript request. Incomplete forms will cause delays. Transcripts are normally processed within 4-7 business days. If you request us to send the transcript to an out-of-state school, it can take two weeks or more to be recognized at that receiving school's office. Official transcripts include credit courses only. Check box in "special handling" to request non-credit, CEU, Chemeketa/Winema High School, or developmental education transcripts.

Have you ever attended Oregon Coast Community College? ☐ Yes ☐ No☐ MAIL \_\_\_\_\_ Copies

Fee: \$5.00 for each copy

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_☐ FAX \_\_\_\_\_

Additional Fee: \$5.00

Copy will be faxed, then official will follow by U. S. Mail.

Name \_\_\_\_\_

Fax Number (\_\_\_\_) \_\_\_\_\_

☐ PICK UP DATE: \_\_\_\_\_ AT: ☐ 11 a.m. or ☐ 3 p.m. \_\_\_\_\_ Copies Fee: \$5.00 for each copy

Submit request form at least one hour prior to pick-up time indicated above.

**Photo I.D.** and/or signed note from the student is required to pick up transcripts in-person.

Transcripts not picked up within 10 working days will be mailed to the address above.

I authorize \_\_\_\_\_ to pick up my transcript on my behalf.

☐ RUSH SERVICE \_\_\_\_\_

Additional Fee: \$10.00

For faster processing of Mail, or Pick-up requests.

**SPECIAL HANDLING**☐ Hold for grade change from \_\_\_\_\_ to \_\_\_\_\_ for term: \_\_\_\_\_ year: \_\_\_\_\_ course: \_\_\_\_\_.☐ Hold for current term grades: Summer Fall Winter Spring☐ Hold for Credit for Prior Learning (CPL)/Credit for Prior Certification (CPC)☐ Include Non-Credit transcript☐ Include Continuing Education Unit (CEU) transcript☐ Include Chemeketa/Winema High School transcript☐ Include Developmental Education transcript☐ Hold for posting of degree: Summer Fall Winter SpringAre you graduating with more than one degree? ☐ Yes ☐ No**STUDENT SIGNATURE: X** \_\_\_\_\_**OFFICE USE ONLY**

\_\_\_\_\_ Identification

Transcript fee \_\_\_\_\_

\_\_\_\_\_ Cash

\_\_\_\_\_ Obligations

Fax fee \_\_\_\_\_

\_\_\_\_\_ Check

Rush fee \_\_\_\_\_

\_\_\_\_\_ Visa/Mastercard

Processed by: \_\_\_\_\_

Total \_\_\_\_\_

Date: \_\_\_\_\_