

**Request by Fax:** (credit card charges only)

Complete, print and sign either the **Regular Service Transcript Request Form** or **Rush Service Transcript Request Form**. Fax the form and a letter with the information listed below to: (520) 206-4790.

Include the following information with your fax so that we may process your credit payment:

1. Full name
2. Date of birth
3. Statement authorizing use of the credit card for the appropriate charge
4. Credit card number (Please also provide 3 digit verification number on back of card)
5. Credit card type
6. Credit card expiration date
7. Authorizing signature
8. Photocopy of a picture ID (Picture ID not required if sending transcript to another college or university, or to a recognized licensing agency.)

**Request By Mail:**

Complete, print and sign either the **Regular Service Transcript Request Form** or **Rush Service Transcript Request Form**. Include a copy of a picture ID. Mail the form with a check or money order for the appropriate amount to:

Pima Community College  
Attn: Transcripts  
4905 East Broadway Blvd.  
Tucson, AZ 85709-1120



# Transcript Request

Student Number/SS# \_\_\_\_\_ Birthdate \_\_\_\_\_

Student's Name: First, Middle, Last \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Name, if any \_\_\_\_\_

Currently Enrolled Yes  No  Last Semester Registered \_\_\_\_\_

Print plainly in space below, name and address of individual or institution you wish to receive a transcript. Use a separate Request Form for each Addressee.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Copy 1 — Temp. AR Copy  
Copy 2 — Cashier's File  
ADM/REG Form 007 2/04

Copy 3 — Student's Copy

**REQUESTS MUST BE MADE AT LEAST ONE WEEK BEFORE TRANSCRIPT IS NEEDED.**

No. of Copies	Rate	Total
	\$3.00	

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

- Mail Transcript Immediately (Will Not Include Grades for Current Semester)
- Will Pick Up
- Hold for Current Semester Grades Semester \_\_\_\_\_ (Will be held for Final Grades)
- Hold for Degree is posted
- Hold Transcript for Course Correction Specify Change (grade, credit hours, etc.) \_\_\_\_\_
- FedEx (**Extra charge \$9.00. U.S. street address only. Additional charges for international shipping.**)

Transcript requests will not be processed for students or alumni until financial obligations to the college have been met.

Students' Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Fee Due \_\_\_\_\_ Cashier \_\_\_\_\_ Fee Paid \_\_\_\_\_

Date Transcript Sent \_\_\_\_\_