

Transcript Request Form



You may be able to request your Official transcript online. Log into the PSU Information System, www.banweb.pdx.edu. Unless you attended before 1991, unofficial transcripts are ONLY available through the PSU Information System.

PO Box 1389 ▪ Portland, OR 97207-1389
 Fax: (503) 725-8180 ▪ Phone: (503) 725-3401

- **Official Transcripts are \$4.00 per copy.**
- Please allow 5 business days for processing. Allow additional time during peak periods such as final grade posting and degree posting.
- PSU cannot release transcripts from other schools.
- Transcripts with records prior to 1980 may take an additional 2-3 days to process.
- Transcripts cannot be released if there is a financial hold on your account.
- Full Social Security Numbers may appear on transcripts with courses taken prior to Summer 1991. All transcripts with coursework after Summer 1991 contain the last 4 digits of the student's Social Security Number and the month and day of his/her date of birth, as well as the PSU ID.

Please complete all of the information below. **Incomplete and/or inaccurate forms will result in processing delays.**

Student ID Number or SSN		Date of Birth		
Last Name	First Name	Middle Name	Former Name(s)	
Current Mailing Address		City	State	Zip
Contact Phone Number	E-mail Address	Years of PSU attendance (please check all that apply)		
		<input type="checkbox"/> prior to 1962 <input type="checkbox"/> 1962-1974 <input type="checkbox"/> 1975-1980 <input type="checkbox"/> 1981-1991 <input type="checkbox"/> 1992-present		

PAYMENT: (Do Not Send Cash)

Check Enclosed Visa/MC: _____ Exp. Date: _____

I authorize PSU to release my transcripts to the parties indicated below.

SIGN HERE

Student Signature Required – *Unsigned requests will not be processed* Date

Special Handling Fees -- Optional

- Rush Fee *add \$10* transcript order is processed within 24 hours
- *Fax Fee *add \$10* transcript is faxed to the destination
- Domestic FedEx - **phone number required; no PO Boxes**
add \$10 rush fee+ \$15 per address (US addresses only)

Hold For -- Optional

- Grade posting-Class _____ Term/Year _____
- Degree posting-Term/Year _____
- Grade change

Send Transcript To:

<input type="checkbox"/> Mail <input type="checkbox"/> Hold for Pick Up _____ Name _____ Address line 1 _____ Address line 2 Phone Number (FedEx only) _____ City/State/Zip Number of copies: _____	<input type="checkbox"/> Mail <input type="checkbox"/> Hold for Pick Up _____ Name _____ Address line 1 _____ Address line 2 Phone Number (FedEx only) _____ City/State/Zip Number of copies: _____
<input type="checkbox"/> Mail <input type="checkbox"/> Hold for Pick Up _____ Name _____ Address line 1 _____ Address line 2 Phone Number (FedEx only) _____ City/State/Zip Number of copies: _____	<input type="checkbox"/> Fax To (note special handling fee above*): _____ Attention _____ Institution _____ Fax Number _____