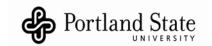
## **Transcript Request Form**

You may be able to request your Official transcript online. Log into the PSU Information System, <a href="www.banweb.pdx.edu">www.banweb.pdx.edu</a>. 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.

Well do the Loc 15.				
Please complete all of the information below. <b>Incomplete a</b>	nd/or inaccurate forms will r	esult in processing	g delays.	
Student ID Number or SSN	Date of Birth			
Last Name First Name	Middle Name	fiddle Name Former Name(s)		
Current Mailing Address	City	State	Zip	
	Years of PSU attendance (please prior to 1962 ☐ 1962-1974			
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	Hold For	Optional		
<ul> <li>□ Rush Fee add \$10 transcript order is processed within 24</li> <li>□ *Fax Fee add \$10 transcript is faxed to the destination</li> <li>□ Domestic FedEx - phone number required; no PO Box add \$10 rush fee+ \$15 per address (US addresses only)</li> </ul>	hours	ng-Class ting-Term/Year ge	Term/Year	
Send Transcript To:				
☐ Mail ☐ Hold for Pick Up	□ Mail □ Hol	☐ Mail ☐ Hold for Pick Up		
Name	Name			
Address line 1	Address line 1			
Address line 2 Phone Number (FedEx only)	Address line 2	Phone	Number (FedEx only)	
City/State/Zip	City/State/Zip			
Number of copies:	Number of copies:			
☐ Mail ☐ Hold for Pick Up	□ Fax To (note spe	ecial handling fee a	ibove*):	
Name	Attention			
Address line 1	Institution			
Address line 2 Phone Number (FedEx only)	Fax Number			
City/State/Zip				
Number of copies:				