

Official Transcript Request Form

\$10 charge for each copy of transcript. (There is a \$30 charge for International First Class Delivery and \$20 additional charge for expedited service) Please allow 4 - 5 business days to process. ANSWERS MUST BE LEGIBLE TO PROCESS.

Print Student's Name

Student ctcLink ID

ENROLLMENT SERVICES USE ONLY

Previous Name (if applicable)

Home Phone

Processed by and date

Method (Email, In-person)

Address; City, ST. Zip

Are you currently enrolled? Yes No

Email

Date of Birth

If no, last term attended?

Credit Card Number (Visa and Mastercard Only):

Expiration Date:

CASHIER'S OFFICE USE ONLY

Please Prepare:

A.S.A.P After current grades post After degree posts

Number of Copies:

T1 T2

International Mailing

Expedited

Please note: Shoreline College is not able to email official transcripts.

Transcript Fee: _____

By: _____

To be Mailed to (Recipient):

Expedited

International Mailing

Student Pick Up

Date

NOTE: Please include any additional addresses on a separate sheet of paper. Student is responsible for correct and complete address. Shoreline Community College cannot be responsible for transcripts left over 90 days or lost or misdirected mail. Fees paid for official college transcripts are non-refundable.

Student will pick up transcripts

Yes No

Student Signature

Date

Shoreline Community College is committed to nondiscrimination and to providing access and reasonable accommodation in its services, programs, and activities for individuals with disabilities. To request disability accommodation contact Student Accessibility Services, at least ten days in advance at: 206.546.4545, or e-mail at sas@shoreline.edu.