

\$5 charge for each copy of transcript. Limit of 10 transcripts per request. (There is a \$30 charge for International First Class Delivery and \$20 additional charge for expedited service) Please allow 3 - 5 business days to process. IF FILLING OUT BY HAND, PLEASE PRINT LEGIBLY

_____ Print Student's Name		_____ Student ctcLink ID		ENROLLMENT SERVICES USE ONLY	
_____ Previous Name (if applicable)		_____ Home Phone		_____ Processed by and date	
_____ Address; City, ST. Zip		_____ Email		Are you currently enrolled? Yes No If no, last term attended? _____	
<div style="border: 1px solid black; padding: 5px;"> Credit Card Number (Visa and Mastercard Only): _____ </div>		<div style="border: 1px solid black; padding: 5px;"> Expiration Date: _____ </div>		CASHIER'S OFFICE USE ONLY	
<div style="border: 1px solid black; padding: 5px;"> Please Prepare: A.S.A.P After current grades post After degree posts </div>		<div style="border: 1px solid black; padding: 5px;"> Number of Copies: _____ </div>		T1 T2 International Mailing Expedited	
To be Mailed to (Recipient): _____ _____ _____ _____		Expedited International Mailing		Transcript Fee: _____ By: _____ _____ 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.