



# Official Transcript Request

Office Use Only
Date sent
Method
By

**\$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.**

Full Name:			Previous Name(s):		Student ID #:	
Current Address:					Date of Birth:	
City:	State:	Zip:	Phone:	Credit Card Number – VISA and MasterCard ONLY <small>(For your security please do not enter credit card number here if paying in person)</small>		Expiration:

ARE YOU: Currently enrolled? Yes  No  OR last quarter attended (approx.): \_\_\_\_\_

PLEASE PREPARE:  A.S.A.P.  After current grades post  After degree posts  
Number of copies: \_\_\_\_\_

TO BE MAILED TO: (RECIPIENT)  Expedited  International Mailing

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 TRANSCRIPT:  Yes  No

DO YOU HAVE A DEADLINE DATE?:  Yes  No

If you have a deadline date, what is it? (mm/dd/yyyy): \_\_\_\_\_

Student Signature \_\_\_\_\_ Today's date \_\_\_\_\_

X \_\_\_\_\_

### Cashier's Office Use Only

- T1  T2
- Expedited
- International Mailing

Transcript fee \_\_\_\_\_ By \_\_\_\_\_

Student pick up: \_\_\_\_\_ Date: \_\_\_\_\_