



Pacific College

3160 Red Hill Ave • Costa Mesa, CA 92626 • (714) 662-4402 • FAX (714) 662-1702

TRANSCRIPT ORDER

Student Information (All required to identify your record—please print clearly)

ID NUMBER		DATE OF BIRTH		TELEPHONE	
FULL NAME (Last, First Middle)					
FULL NAME WHILE ATTENDING (if different from above)					
CURRENT MAILING ADDRESS – STREET				EMAIL ADDRESS	
CITY		STATE	ZIP CODE	PROGRAM ATTENDED	
FIRST DATE OF ATTENDANCE			LAST DATE OF ATTENDANCE		

A. Transcript Order Quantity	
<input type="checkbox"/> Official Academic Transcript	EACH \$5.00
<input type="checkbox"/> Unofficial Academic Transcript	NO FEE
B. Processing Time (select one, excludes delivery time)	
<input type="checkbox"/> Standard – 5 business days	NO FEE
<input type="checkbox"/> Expedited – 2 business days	EACH ADDRESS \$5.00
C. Delivery Method (select one)	
<input type="checkbox"/> In-Person Pick-Up (COSTA MESA)	NO FEE
<input type="checkbox"/> U.S. First-Class Mail	NO FEE
<input type="checkbox"/> U.S. Priority Mail Express	\$20.00
D. Address to Send Document (if different from above)	

Total Due \$ _____	

E. Special Handling – Optional
Terms and Conditions
<ol style="list-style-type: none"> 1. Payment must be received before transcript order will be processed. 2. All holds and obligations to Pacific College must be clear before document(s) will be released. 3. In accordance with the Family Educational Rights and Privacy Act (FERPA), records cannot be released without the written consent of the student.

AUTHORIZATION SIGNATURE REQUIRED. I authorize release of my student record as directed on this form.	DATE (mm/dd/yyyy)
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OFFICE USE ONLY

DATE REC'D:	FEES PAID:	ACCEPTED BY:	BUSINESS OFFICE HOLD:	SONIS UPDATED:	ORDER PROCESSED DATE:
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