Request by Fax: (credit card charges only)

Complete, print and sign either the ***Regular Service Transcript Request Form*** or ***Rush Service Transcript Request Form***. Fax the form and a letter with the information listed below to: (520) 206-4790.

Include the following information with your fax so that we may process your credit payment:

1. Full name
2. Date of birth
3. Statement authorizing use of the credit card for the appropriate charge
4. Credit card number (Please also provide 3 digit verification number on back of card)
5. Credit card type
6. Credit card expiration date
7. Authorizing signature
8. Photocopy of a picture ID (Picture ID not required if sending transcript to another college or university, or to a recognized licensing agency.)

Request By Mail:

Complete, print and sign either the ***Regular Service Transcript Request Form*** or ***Rush Service Transcript Request Form***. Include a copy of a picture ID. Mail the form with a check or money order for the appropriate amount to:

Pima Community College
Attn: Transcripts
4905 East Broadway Blvd.
Tucson, AZ 85709-1120

PimaCountyCommunityCollegeDistrict
Office of Admissions and Records

Transcript Request

Student Number/SS# _____ Birthdate _____

Student's Name: First, Middle, Last _____

Street _____

City _____ State _____ Zip _____

Previous Name, if any _____

Currently Enrolled Yes ☐ No ☐ Last Semester Registered _____

Print plainly in space below, name and address of individual or institution you wish to receive a transcript. Use a separate Request Form for each Addressee.

Name _____

Address _____

City _____ State _____ Zip _____

Copy 1 — Temp. AR Copy
Copy 2 — Cashier's File
Copy 3 — Student's Copy
ADM/REG Form 007 2/04

REQUESTS MUST BE MADE AT LEAST ONE WEEK BEFORE TRANSCRIPT IS NEEDED.

No. of Copies _____ Rate $3.00 Total _____

Home Phone # _____ Work Phone # _____

☐ Mail Transcript Immediately
(Will Not Include Grades for Current Semester)

☐ Will Pick Up

☐ Hold for Current Semester Grades Semester _____
(Will be held for Final Grades)

☐ Hold for Degree is posted

☐ Hold Transcript for Course Correction
Specify Change (grade, credit hours, etc.) _____

☐ FedEx **(Extra charge $9.00. U.S. street address only. Additional charges for international shipping.)**

Transcript requests will not be processed for students or alumni until financial obligations to the college have been met.

Students' Signature _____ Date _____

For Office Use Only

Fee Due _____ Cashier _____ Fee Paid _____

Date Transcript Sent _____

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Reasonable accommodations, including materials in an alternative format, will be provided for individuals with disabilities when a minimum of five working days' advance notice is given. For the general public, please contact the PCC information line at 206-4500 (TTY 206-4530); for PCC students, contact the appropriate campus Disabled Student Resources office. 0706aa4d