



Transcript Request

Student ID Number/SS# _____ Birthdate _____

Student Name: First, Middle, Last _____

Street _____

City _____ State _____ ZIP _____

Previous Name, if any _____

Currently Enrolled Yes No Last Semester
 Registered _____

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

Name _____

Address _____

City _____ State _____ ZIP _____

Copy 1 — Temp. AR Copy Copy 2 — Student's Copy

ADM/REG Form 007 10/17

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Upon request, reasonable accommodations will be made for individuals with disabilities. Every effort will be made to provide reasonable accommodations in a timely manner. For public and employee accommodation requests, as well as information related to the ADA complaint process, contact the College ADA Coordinator at 520-206-4539 or 4905C E. Broadway Blvd., Tucson, AZ 85709-1130. For PCC student accommodation requests, please contact Access and Disability Resources, 520-206-6688 or adrhelpp@pima.edu.

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

| No. of Copies | Rate | Total |
|---------------|--------|-------|
| | \$8.00 | |

Home Phone # _____ Work Phone # _____

- Mail transcript immediately (Will not include grades for current semester)
- Will pick up
- Hold for current semester grades (Will be held for final grades) Semester _____
- Hold for degree to be posted
- Hold transcript for course correction specify change (grade, credit hours, etc.) _____
- FedEx (**Extra charge \$9. U.S. street address only. Additional charges for international delivery.**)

If you have a balance due to the College from a previous term, your transcript request will not be processed until your account is current.

Student Signature _____ Date _____

For Office Use Only

Fee Due _____ Cashier _____ Fee Paid _____

Date Transcript Sent _____