



TRANSCRIPT REQUEST FORM

STUDENT INFORMATION – Required to identify your record (Please Print)

Social Security Number		Date of Birth	
Full Name (Last, First, Middle)			
PO Box or Street Address		City	State
		ZIP Code	
First Term Attended	Last Term Attended	Phone	Email Address

TRANSCRIPT FEES - Payment by check, money order (payable to **Palau Community College**), cash, or credit card is required in advance.

PROCESS	FEE	QTY	TOTAL FEE
Regular Processing (2-5 business days)	\$3.00		\$
Rush (1 business day)	\$5.00		\$

CREDIT CARD PAYMENT INFORMATION

Cardholder's Name	Credit Card Number	Exp Date (mm/yyyy)
Authorized Amount to Charge	Credit Card Type <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Card Code (last 3 or 4 digits in signature block)
Cardholder's Billing Address	Cardholder's Daytime Phone	

TRANSCRIPT REQUEST INFORMATION

Request #1) Number of copies for the request below: _____

Regular Rush Send after _____ semester grades are posted

Hold for pick up by: _____

Mail/Address to: _____

OFFICE USE ONLY Request #1 – Send by/date _____

Request #2) Number of copies for the request below: _____

Regular Rush Send after _____ semester grades are posted

Hold for pick up by: _____

Mail/Address to: _____

OFFICE USE ONLY Request #2 – Send by/date _____

Request #3) Number of copies for the request below: _____

Regular Rush Send after _____ semester grades are posted

Hold for pick up by: _____

Mail/Address to: _____

OFFICE USE ONLY Request #3 – Send by/date _____

Request #4) Number of copies for the request below: _____

Regular Rush Send after _____ semester grades are posted

Hold for pick up by: _____

Mail/Address to: _____

OFFICE USE ONLY Request #4 – Send by/date _____

Signature _____	Date of Request _____
Authorization Signature Required: I authorize release of my transcript as directed on this Transcript Request Form.	

Transcript Policies

- Transcripts will not be released to students with obligations (account balances, administrative holds) to the college.
- Transcripts are issued at the request of the student with their authorized signature. Transcripts will not be released to a third party without the written consent of the student.
- Official transcripts of credits earned at other institutions are not available for distribution by Palau Community College.
- A photo ID must be presented upon pick up of transcripts.

For office use only

Receipt Number: _____ Amount paid: _____ Date: _____

Financial Clearance: _____ Initial: _____

Date processed: _____ Initial: _____

mailed emailed delivered picked-up faxed