



TRANSCRIPT REQUEST
Pro Cert / National Board / Continuing Education

- Official Transcripts are \$5.00 each.
Unofficial Transcripts are at no cost.
Processing time for transcripts is 4 to 5 business days.
Due to signature authorization requirement, transcript requests can only be mailed or faxed. (No email requests)
To send transcript(s) Federal Express for US Domestic is \$10.50 + \$5.00 per transcript.
To send transcript(s) Federal Express for International is \$15.50 + \$5.00 per transcript.
Federal Express requests must have a street address (no Post Office Box) and a telephone number of mailing location.
All information below must be filled out to process request. If your account is on HOLD, your payment is not enclosed, form is illegible, the request will be returned unprocessed.
Mail Request to: Pacific Lutheran University Student Services Center ATTN: Transcripts Tacoma, WA. 98447-0003 or fax to: (253) 538-2545 Questions: (253) 535-7133

(PRINT LEGIBLY)

Student Name: Student ID# or SSN#:

Former Name(s): Date of Birth:

Last Date Attended:

Address: Daytime Phone: ( ) - - - - -

Email Address:

Required Signature Today's Date: / /

# of Official Transcript(s) needed: # of Unofficial Transcripts needed:

Check all that apply:

- Process transcript(s) immediately Pick up Mail (fill in address below)
Process after grades are posted for: Summer Fall J-Term Spring

Course Title: Course Request Number (CRN):

Mail to: Mail to:

Use the back of this form for any additional mailing addresses

PAYMENT INFORMATION

Payment can be made by cash, check, money order (made out to PLU) or VISA/MasterCard. (Do not mail cash.)

Amount Enclosed: \$ Cash (in person) Check Money Order

Credit Card Payment: [ ] VISA [ ] MasterCard Payment Amount: \$

Card Number: - - - - - Expiration Date: /

Name exactly as it appears on your credit card:

Signature: Today's Date: / /