



PACIFIC
LUTHERAN
UNIVERSITY

UNOFFICIAL TRANSCRIPT REQUEST

Telephone: (253) 535-7133

Fax: (253) 538-2545

Email: transcripts@plu.edu

To order an official transcript, visit www.studentclearinghouse.org

A signed request is required to release all transcripts

Transcript Fees

- Unofficial transcripts: No charge. They can be picked up with photo ID, faxed, mailed, or emailed.

Particulars

- If your account is on hold or the form is illegible, your request will be returned unprocessed.
- If requesting release of your transcripts to another person, you must specify that person in a signed release.

Mail requests to: Pacific Lutheran University
 Student Services Center
 Attn: Transcripts
 Tacoma, WA 98447-0003

Requests sent via email must include a scanned attachment with actual signature

Student Information Date ___/___/___

Name _____

Last date attended _____

ID# or SSN# _____

Birth Date _____

Other names _____

Attended before 1985

Email _____

Daytime phone # _____

Address _____

In accordance with the Family Educational Rights and Privacy Act of 1974, your signature is required to authorize the release of your transcripts.

Signature x _____

Inquiries

- Are you a current student transferring to another school? *Yes *No If yes, where?

 Note: If you are transferring/withdrawing from the university, you are required to submit a Withdrawal Form with the Student Service Center
- Reason why you are leaving PLU? _____

For Office Use Only: *hold* *no hold* ____ Initials *Returned (attached)*