



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](http://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)\*