To order transcripts online, 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.
- Official transcripts: $10.00 each. Fees include processing and mailing via US Domestic mail. They can also be picked up with photo ID.
- To send transcript(s) Federal Express for US Domestic: $19.00 + $10.00 per official transcript. A physical street address and phone are required.
- To send transcript(s) Federal Express for International: $30.00 + $10.00 per official transcript. A physical street address and phone are required.

Particulars
- Payments may be made by cash, check, or money order (made out to PLU).
- Payment must be submitted with your request.
- Please allow 3-5 business day for processing.
- If your account is on hold, your payment is not enclosed, 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.

Amount enclosed $ _____________________________
- Cash      o Check      o Money Order

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

Signature __________________________________________

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

Use the back of form for any additional addresses

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