



15115 SW Sequoia Parkway STE. 200 PORTLAND, OREGON 97224
PHONE: (503) 223-5100 FAX: (503) 952-0010
8338 NE Alderwood Dr. STE. 100 PORTLAND, OREGON 97220
PHONE: (503) 972-6230 FAX: (503) 972-0781

OFFICIAL TRANSCRIPT REQUEST FORM

Form with fields: LAST, FIRST, MIDDLE INITIAL; ADDRESS; CITY, STATE & ZIP CODE; OTHER NAMES (If applicable)

Form with fields: DATE; TELEPHONE NUMBER; SOCIAL SECURITY NUMBER; SIGNATURE

Form with checkboxes and fields: MAIL TRANSCRIPT IMMEDIATELY; HOLD TRANSCRIPT FOR PICK UP; MAIL TRANSCRIPT AFTER END OF TERM; PLEASE FAX TRANSCRIPT; DATE OF BIRTH; YEARS ATTENDED; PICKUP DATE; TERM END DATE; PROGRAM; NAME / INSTITUTION; FAX NUMBER

Transcripts: \$10.00 for each official transcript
NUMBER OF OFFICIAL TRANSCRIPTS
NUMBER OF UNOFFICIAL TRANSCRIPTS
Transcripts will be processed in 7-10 business days.

MAIL TRANSCRIPT TO: (FILL OUT SEPARATE REQUEST FOR EACH ADDRESS)
MAIL TO ADDRESS LISTED ABOVE
NAME
ADDRESS
CITY, STATE & ZIP CODE

If you are paying by debit or credit card, please provide your card number and expiration date here:

Visa MasterCard Discover Name on card:

Card Number: Expiration Date: 3 Digit Security Code:

- There is a \$10.00 fee for each official transcript. This can be paid by cash, check or credit card.
Payment must accompany your request.
Your signature is required with each transcript request.
There is an additional \$10.00 handling fee for faxing transcripts from Sumner College to another institution.
Your transcript may be delayed if your request is incomplete or if you have a "hold" on your account due to unmet obligations to the college.
Picture ID is required for pick up of transcripts, if you have authorized someone to pick up your transcript for you, a letter stating this with your signature will be required.
Please mail or fax all transcript requests to the registrar at Cascade Station Campus or email: registrar@sumnercollege.edu
this form can be dowloaded from our website: www.sumnercollege.edu/studentservices/transcript requests