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

LAST, FIRST, MIDDLE INITIAL	DATE
ADDRESS	TELEPHONE NUMBER
CITY, STATE & ZIP CODE	SOCIAL SECURITY NUMBER
OTHER NAMES (If applicable)	SIGNATURE

☐ MAIL TRANSCRIPT IMMEDIATLY	DATE OF BIRTH	YEARS ATTENDED
☐ HOLD TRANSCRIPT FOR PICK UP	PICKUP DATE	
☐ MAIL TRANSCRIPT AFTER END OF TERM	TERM END DATE	PROGRAM
☐ PLEASE FAX TRANSCRIPT	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