



**PENSACOLA
CHRISTIAN
COLLEGE®**

P.O. BOX 18000 • PENSACOLA, FL 32523-9160

Send your request to the address above or you may fax it to (850) 479-6552 to the attention of the Transcript Clerk.
TRANSCRIPT REQUEST

In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations to PCC must be met before transcripts are released.

First/Middle/Last Name

Former Name(s) Used

Street Address or Post Office Box

Daytime Telephone Number

City/State/Zip Code

E-mail Address

Currently Enrolled at PCC? Yes No

Last Date Attended PCC? (month/year) /

PCC ID #

Date of Birth - -

TRANSCRIPT FEE
(Must be paid in advance)

OFFICIAL transcript: There is no charge for transcripts unless you are requesting more than nine transcripts at one time. **Then, the charge will be \$1.00 per transcript, including the first nine.**

Regular Fax: \$2.00 for the cover page and \$1.00 for each page thereafter within the U.S. For international, \$3.00 for cover page and \$2.00 for each page thereafter. A faxed transcript may not be considered "official" by the recipient.

ADDITIONAL SERVICES

• United States Address

UPS Overnight Express Processing: \$25.00
Request must be received by noon (Central Time) to ensure next-day delivery. NO PO Boxes.

Express Fax Processing: \$25.00
Request must be received by noon (Central Time). A faxed transcript may not be considered "official" by the recipient.

Same Day Pick-Up: \$25.00
Request must be received by noon (Central Time). Transcript will be ready for pick-up at the Records Office by 3:00 p.m.

• International Address

UPS Express Processing: minimum fee is \$25.00, however, we will call you with the final cost for this method before charging your credit card. Request must be received by noon (Central Time) to ensure express delivery. NO PO Boxes.

Express Fax Processing: \$25.00
Request must be received by noon (Central Time). A faxed transcript may not be considered "official" by the recipient.

All transcript requests are processed upon receipt and released within 5 – 10 business days with the exception of those being held for end of semester grades or a degree notation. During peak times, such as the beginning or ending of a semester, the process may be delayed.

Regular Mail Pick Up (will call when ready) Regular Fax

ADDITIONAL SERVICES

United States

UPS Overnight Express Express Fax Same Day Pick-Up

International

UPS Express Express Fax

Check One:

Send Now
 Hold for end of semester grades **Number of transcripts:**
 Hold for degree notation

Please send transcript(s) to: (You must complete this portion even if we are sending the transcript to your home address. Additional addresses may be attached to this request.)

Attention _____

Mail To _____

Address/PO Box _____

City/State/Zip _____

Fax # _____

STUDENT SIGNATURE REQUIRED FOR RELEASE OF TRANSCRIPT TODAY'S DATE

- - -

/ Please include your Visa®, MasterCard®, or Discover® card number with the expiration date *only* when requesting fax or express services.

RECORDS OFFICE ONLY:

Type _____ Fee _____ # of Transcripts _____ Code _____

Express/Fax _____ Date Sent _____ RO 10/2009