

Transcript Request

PCC

In order to comply with the Privacy Act of 1974 transcripts will be supplied to all students only when requested in writing. All financial obligations to PCC must be met before transcripts are released. Requests are processed upon receipt and released within 5-10 business days (longer at the beginning and end of semesters).

This form must be filled out completely.

Student Name: _____
Last First Middle Maiden

PCC ID (or Date of Birth): _____

Phone: _____

Today's Date: _____

E-mail: _____

Home Address: _____

Number of transcripts requested: _____

Hold for end of the semester grades: Yes No

Hold for degree notation (graduating students): Yes No

The following portion must be completed even if sending to your home address.

Mail to: _____

Regular Service

Express Service*

Mail – Free

UPS Overnight - \$25

Pick-up – Free

Pick-up - \$25

Transcript Fees (must be paid in advance)

Regular Mail: Free unless requesting more than nine at one time. If more than nine at one time the charge is \$1.00 per transcript.

* **UPS Overnight and Same-Day Pick-up:** \$25.00 for each address. International address may require an additional amount. Requests must be received by 12:00 noon Central Standard time. No P.O. Boxes.

*Please Include your Visa®, MasterCard®, or Discover® card number **only** when requesting an express service.

Name on Card _____ CC# _____ - _____ - _____ - _____

Exp. ____ / ____ Zip _____ CID _____

Send request to:

Mail: Pensacola Christian College
ATTN: Transcript Clerk
P.O. Box 18000
Pensacola, FL 32523-9160

Fax: (850) 479-6552
E-mail: RecordsOffice@pcci.edu

I authorize Pensacola Christian College to mail an official transcript of my academic record to the address listed above. By my signature below I attest that I am the person to whom these records belong.

Student's Signature: _____ Date: _____

Records Office Only: ID checked _____ Type _____ Fee _____ # of Transcripts _____ Code _____ Express _____ Date Sent _____