



Request for Transcript

A standard official transcript costs \$20.00. Transcripts are printed within five business days of request and payment receipt. Rushed shipping options are available for a fee, see below. This request form may be faxed or emailed. Payment may be made by cash (in person), check, or credit card. To pay by debit or credit card, please visit <https://campus.phc.edu/webpayment/TransRequest/>

Full Legal Name: _____ PHC ID (or Last 4 digits of SSN): _____
 Name while enrolled (if different): _____ Student Status: Current Former
 Contact Email: _____ Contact Phone: _____
 Contact Address: _____
 Student Signature: _____ Date: _____

Please provide the name and address that the transcript(s) should be delivered to and select a shipping option below:

Address _____ copy(ies) to: _____

Please select a processing and shipping option (for official transcripts):

Standard \$20.00
 Processed within 5 business days; mailed USPS standard First-Class

Rushed Transcript(s)* \$40.00
 1-2 day processing; USPS Express - delivery estimate 1-2 days
 _____ additional copies (\$20 each up to 5 max)

Please select all applicable options:

Prepare now Enclose attachment(s) Official
 Hold for final grades Pickup Unofficial (no cost)

(Optional) Please select reason(s) for request:

Graduate/Law School Transferring to another college
 Scholarship Employment Application
 Personal Other: _____

_____ additional copies (\$20 each up to 5 max)

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Total number of transcripts requested:

$$\boxed{(\$20 \times \text{_____ Standard})} + \boxed{(\$40 \times \text{_____ Rushed}) + (\$20 \times \text{_____ Additional Rushed})} = \text{_____}$$

[Click here to make an online payment](#)

Please note that transcripts are not released until all obligations to the college are fulfilled.

* Tracking numbers are emailed for all Rushed shipments; Rushed delivery options are not available for shipments outside the continental United States.