



Return this form to Student Services via fax: 541-298-3104, or mail to address on bottom of form, or email to transcripts@cgcc.edu

Section 1: Student Information

CGCC Student ID # _____ Phone Number _____ Date of Birth _____

Student's Full Name _____

Other name(s) student may have used while at CGCC _____

Student's Current Mailing Address _____

City, State, ZIP _____

Student Signature _____ Date _____

*STUDENT SIGNATURE REQUIRED unless sent digitally from your student email account

Section 2: Requested Transcript Quantities and Recipients:

Please mail my official transcript(s) to the following - attach additional sheets if necessary (Emailing transcripts is NOT an option)

Quantity Requested _____ Name or College _____ Mailing Address _____ City/ST/Zip _____

Quantity Requested _____ Name or College _____ Mailing Address _____ City/ST/Zip _____

Section 3: Mailing and Hold Options

Send As Soon As Processed Type of Transcript: Regular Academic Classes CEU or Non-Credit Training (NCTC)

OR Hold for the following (select as many as apply) Grade Change Current Term Grades Degree Notation Phi Theta Kappa Notation Core Transfer Map Notation

Section 4: Payment Options

Official transcripts provided free of charge (allow up to 10 business days for processing)

OR (Optional) \$30 Rush Order Processing Rush orders ONLY available when form is Faxed or Emailed before 3 pm (Mon-Thurs) Rush orders received before 3 pm (Mon-Thurs) will be mailed same day, requests after 3 pm will be mailed the next day When emailing request, please note in subject line "RUSH" - transcript order

Payment by: Cash, check payable to Columbia Gorge Community College, or money order, VISA, MasterCard, Discover

Total payment \$ _____ Card Number: _____ Expiration: ____/____ CVV: _____

Cardholder's Name _____ Cardholder's Phone# _____

Cardholder's Signature (REQUIRED) _____

Columbia Gorge Community College is an equal opportunity educator and employer.