



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](mailto: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 send my official transcript(s) to the following (attach additional sheets if necessary):

Quantity Requested \_\_\_\_\_

Name or College \_\_\_\_\_

Address \_\_\_\_\_

Quantity Requested \_\_\_\_\_

Name or College \_\_\_\_\_

Address \_\_\_\_\_

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.