



Return 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 # (if known) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Student's Full Name \_\_\_\_\_ What Year(s) attended \_\_\_\_\_

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

Students Mailing Address (House # & Street or PO Box) \_\_\_\_\_

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 \_\_\_\_\_

Section 3: Mailing and Hold Options

Mail 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 received 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 \_\_\_\_\_

Billing Address \_\_\_\_\_