



PO Box 4215, Medford, OR 97501
409 N. Front St., Medford, OR
541-776-9942
www.pacificbible.com

Transcript Request Form

Please Note:

- Transcript fee is \$2.00 per copy. Non-refundable
- Transcripts are not issued until all accounts with PBC are settled.
- Allow one to two weeks for processing.
- Copies of transcripts from other institutions will not be released.

Personal Information – please print clearly

PBC Student ID# _____ or Social Security Number _____ Birthdate _____

Full legal name _____
Last First Middle Maiden/Attended as

Current mailing address _____
Number and street City State Zip

Phone number _____ Dates of Attendance _____ to _____
(approximate) Check one Fall Spring Year Check one Fall Spring Year

Order Details

- Send Now Hold for Current Semester Grades
- Hold for pick-up (picture ID required) Hold for Degree posting
- To be picked up by: _____ Authorization letter required for collection by someone other than the student
Authorization letter received? Yes No

Mailing Instructions – Requestor is responsible for clear and complete mailing address(es)

Address #1 _____ Address #2 _____

Student Signature

Student Signature: _____ Date: _____

Federal Law requires the student's signature of release for ALL transcripts

Payment

Number of Transcripts _____ x \$2.00 each = _____

Payment must be by **cash** or **check**
Make checks payable to Pacific Bible College
Credit/Debit cards not accepted for transcripts

Office use only below this line

2009-10

Date received: _____ Amount _____

Date processed: _____

Type of payment: Cash Check # _____

Date mailed: _____