



## Transcript Request

### Your Information

Name: \_\_\_\_\_  
First Middle Last Former/Maiden

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Dates Attended PBC: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Email: \_\_\_\_\_

ORDER: transcripts will be sent through standard mail. We do not have the option of express or next day delivery

Number of Copies \_\_\_\_\_ UN-OFFICIAL TRANSCRIPT (\$3.00) will be processed within 3-5 business days

Number of Copies \_\_\_\_\_ OFFICIAL TRANSCRIPT (\$5.00) will be processed within 3-5 business days

Number of Copies \_\_\_\_\_ OFFICIAL TRANSCRIPT – RUSH ORDER (\$10.00) will be processed within 24-48 hours

Total number of Transcripts requested: \_\_\_\_\_

### MAILING INFORMATION:

I authorize my transcripts to be mailed to:  Myself, at the address listed above OR  To the address listed below:

Name/Organization: \_\_\_\_\_

Attention to (Optional): \_\_\_\_\_

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Student Signature: \_\_\_\_\_

Method of Payment: all financial balances must be cleared before transcripts can be released

- Cash enclosed
- Check enclosed

### Contact Information:

Mail: Portland Bible College  
Attn: Registrar's Office  
9150 NE Fremont St  
Portland, OR 97220

Fax: 503.889.5708

Email: registrar@portlandbiblecollege.org