



Registration and Records
9401 Farwest Drive S.W.
Lakewood, WA 98498-1999
(253) 964-6617

TRANSCRIPT REQUEST FORM

(Fill out separate request for each address)

LAST NAME FIRST INITIAL STUDENT IDENTIFICATION NO. ____/____/____

CURRENT ADDRESS NAME ATTENDED UNDER

CITY STATE ZIP BIRTHDATE (M/D/Y)

TELEPHONE NUMBER E-MAIL ADDRESS

Please send transcripts to: (Please print)

CITY STATE ZIP

This form will be placed in a window envelope. The correct and legible address is the student's responsibility.

Circle last site attended:

Fort Steilacoom Puyallup Military Program
Other _____ Attended from _____ to _____

_____ # of Unofficial Transcripts

_____ # of Official Transcripts

Please check items that apply:

- Send a.s.a.p.
- Pickup transcript
- Send after current quarter grades posted:
(circle one) Summer Fall Winter Spring
- Hold for grade change:
Course & No. _____
- Have earned/applied for degree at Pierce?
Mo/Yr Graduate(d) _____

Allow two to three working days for processing transcripts. Transcripts are not released if outstanding financial obligation to the college exists.

Student's signature _____
(Will not be processed without your signature.)

Date _____

Processed by _____ Date _____

Transcript Request Information

How do I get my unofficial Pierce College (Washington State) transcript?

Unofficial Pierce College transcripts can be obtained online or at the Student Kiosks located at Puyallup, Fort Steilacoom, Fort Lewis and McChord campuses. You can also submit the transcript request form by mail or fax.

How do I request an OFFICIAL transcript?

Official or unofficial transcripts prepared by Pierce College Records Office require your SIGNED written request. For your convenience, you can download the transcript request form.

Please make sure you sign the form.

For Official Transcripts to pickup or for Official Transcripts mailed directly to the student, there is a \$5 non-refundable fee per official transcript. The fee must be paid before the transcript is prepared. See payment information below. There is no fee for transcripts sent directly to other institutions or agencies.

Where do I send my request?

You may bring your request to the Registration Office at any campus or send it by mail or fax. Please allow two weeks for processing and mailing time. Transcripts are released only if all financial obligations to Pierce College have been met.

Mail to:

Pierce College
Records Department
9401 Farwest Dr SW
Lakewood, WA 98498-1999

For Questions:

Records Department (253) 964-6617
transcripts@pierce.ctc.edu
Recorded Information Line (253) 964-6787

FAX to: (253) 964-6427

Transcripts From Other Schools

Pierce College does not release or certify copies of transcripts from other institutions. Students desiring transcripts of work completed elsewhere must order transcripts directly from that institution.

PAYMENT REQUIRED for Official Transcripts to pickup or for Official Transcripts mailed directly to the student - \$5 non-refundable fee per official transcript.

Payment can be by mail, fax, or in-person at the Cashiers Office. Or pay online at www.pierce.ctc.edu/go/epayment
Please make check or money order payable to PIERCE COLLEGE or fill in the CREDIT CARD information below.
DO NOT MAIL CASH. There is no fee for transcripts sent directly to other institutions or agencies.

Student's Name _____ House # _____ ZIP Code _____

VISA Credit Card Number _____
 MasterCard

Expiration Date (month/year) ____/____ CVC (3 digits on back of card) _ _ _
