

Transcript Special Request Form



This form is ONLY for the special transcript requests listed below.
 All standard official transcript requests must be submitted online at banweb.pdx.edu.
 See www.pdx.edu/registration/transcript-requests for more information.

1. Student Information

Student ID Number		Date of Birth	
Last Name	First Name	Middle Name	Former Name(s)
Current Mailing Address		City	State Zip
Phone Number		E-mail Address	
Years of PSU attendance (please check all that apply): <input type="checkbox"/> prior to 1962 <input type="checkbox"/> 1962-1974 <input type="checkbox"/> 1975-1980 <input type="checkbox"/> 1981-1991 <input type="checkbox"/> 1992-present			

2. Special Request

Select required special request quantity/type (section 2) AND delivery method (section 3)

Total number of transcripts requested:

All standard official transcript requests must be submitted online at banweb.pdx.edu. This form is ONLY for the following special requests.

Enclosure – I have a cover sheet or special enclosure to include with my official transcript. (please attach enclosure)

Hold – I have received special permission to override a transcript hold on my record.

Legacy Unofficial – I attended before 1991 and need a copy of my unofficial transcript. (no fee for Legacy Unofficial transcripts)

Notary Service – I need the additional step of having my official record notarized by a notary public. (additional 7-10 days processing)

Paper Request – I want to submit my transcript request via paper and do not have one of the special requests listed above.

3. Delivery Method

Email – \$8 per copy + \$10 processing fee

Recipient Name: _____

Recipient Email: _____

Standard Mail – \$8 per copy + \$10 processing fee (1-2 day processing)

Name: _____

Address line 1: _____

Address line 2: _____

City, State, Zip: _____

Domestic FedEx – \$8 per copy + \$30 processing/S&H fee (no PO box - physical address only & phone number required)

Name: _____

Address line 1: _____

Address line 2: _____

City, State, Zip: _____

Recipient Phone # (req'd): _____

4. Authorization & Payment

Student Signature - I authorize PSU to release my transcripts to the parties indicated above.

Signature Required – *Unsigned requests will not be processed.* _____ Date _____

Payment: **Check Enclosed** (payable to PSU) **Visa/MC** _____

Credit Card Number _____ Exp. Date _____