

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 2-3 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

- Pick up in-person** – \$5 per copy + \$10 processing fee
Authorized to Pick Up: _____

- Fax** – \$5 per copy + \$10 processing fee
Attention: _____
Fax #: _____
- Standard Mail** – \$5 per copy + \$10 processing fee
(1-2 day processing)
Name: _____
Address line 1: _____
Address line 2: _____
City, State, Zip: _____
- Domestic FedEx** – \$5 per copy & \$25 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.



Handwritten Student Signature Required – *Unsigned requests will not be processed. DocuSign, etc. not accepted.* _____ Date _____

Payment

- Check Enclosed** **Visa/MC** _____
(payable to PSU) Credit Card Number Exp. Date
- Cash paid** – Form must be stamped the PSU Cashier's Office (please do not mail cash)

Portland State University • Attn: Transcript Requests • PO Box 751 • Portland, OR 97207-0751
Fax: (503) 725-8180 • Phone: (503) 725-3220 • transcripts@pdx.edu