



(541) 888-7352

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Fax: (541) 888-7247

***Official Grade Transcript Request Order Form (No Cover Sheet Required)***

*The first seven (7) transcripts per academic year are free of charge.* Additional copies cost \$10 each.

Transcripts may take up to five (5) business days to be processed. (During non-peak times)

Student's Full Name:	Student ID or SSN:	Date of Birth:
Address:	Phone Number:	Other Names Used:
City, State, Zip:		Years Attended Southwestern:
Currently Attending?		If currently attending, hold request until grades are posted?
<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N

**Please provide complete addresses including departments; otherwise, your request may be delayed or returned to you. We do not fax transcripts. Use myLakerLink to obtain your unofficial grade transcripts.**

# of transcripts \_\_\_\_\_ Send my transcripts to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of transcripts \_\_\_\_\_ Send my transcripts to:

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# of transcripts \_\_\_\_\_ Send my transcripts to:

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# of transcripts \_\_\_\_\_ Send my transcripts to:

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**Please process and send my requested transcripts to the above addresses. I am aware that transcript requests will only be processed if my account balance is current and if all holds are resolved. Signatures or e-signatures are REQUIRED; no facsimiles will be accepted.**

Student's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

I authorize Southwestern Oregon Community College to charge my credit card \$10 for each transcript requested that exceeds seven (7) per academic year.

Name on Card \_\_\_\_\_ Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_