

Official Transcript Request

To order your transcript:

1. You can order your transcript through your student portal (MyChemeketa), and it is recommended that you do so, as it is the fastest, most cost effective, and convenient method. Transcripts ordered online can be sent electronically for **\$8** or mailed for **\$12**.
 - a. If you need assistance accessing your student portal, please contact the IT Help Desk at 503.399.7899.
2. If you must order with this form:
 - a. Fill out this form completely; payment must be included with your order
 - b. Submit in person to Enrollment Services (with picture ID) or mail to Enrollment Services **with** payment
 - c. Mailed requests may take 4-7 business days to process after the
 - d. Pick up requests received before 2 p.m. will be ready for pick up at 3 p.m. the same day
 - i. To authorize someone to pick up your transcript; print their name in the area provided below
 - ii. Picture identification is required when ordering and picking up
 - iii. Transcripts not picked up within 10 working days will be mailed to your address

Student ID (K#): _____ Date of Birth _____

Name: _____
Last, First, Middle

Previous Last Name(s): _____

Address: _____
Street, City, State Zip

Phone Number with Area Code: Cell Phone: _____ Email: _____

Mail _____ **Copies** **Fee per copy: \$12.00**

Recipient 1 _____

Address _____ City _____ State _____ Zip _____

Recipient 2 _____

Address _____ City _____ State _____ Zip _____

Pick Up _____ **Copies** **Fee per copy: \$12.00**

I authorize _____ to pick up my transcript on my behalf.

Rush Service For immediate processing of **in person orders** **Additional Fee: \$10.00**

Transcripts requested through this form will be processed as soon as possible. To request your transcripts wait to be processed until final grades or a degree has been posted, you must place your order online.

Student Signature: _____ **Date:** _____

Office Use Only

I.D. Holds SFAREGS/SHACRSE Transcript fee _____ Rush fee _____ Total _____

Cash Check Credit/Debit Card Processed by: _____ Date: _____