

## 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 request form is received by Enrollment Services.
  - 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: \_\_\_\_\_