



# Transcript Request Form

Registrar's Office  
1050 North Mills Avenue  
Claremont, CA 91711  
Phone: (909) 607-2650  
Fax: (909) 607-7161  
Email: transcripts@pitzer.edu

*Please print clearly.*

Check One:  OFFICIAL Transcript OR  UNOFFICIAL Transcript

Date of Request: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(as it appears/d on your transcript & student record while enrolled at Pitzer)

SS# or Pitzer ID#: \_\_\_\_\_ OR Birth Date: \_\_\_\_\_

Contact Telephone Number: (\_\_\_\_) \_\_\_\_\_

Please check all that apply:

A: Currently Attending:

Yes  
- Circle one: FR SO JR SR

No  
- List last dates of attendance \_\_\_\_\_

B: Purpose:  Scholarship  Graduate School  Transferring  Other

C. Hold for current semester grades\*

\* Check only if you are **currently attending** classes and request that your transcript not be sent until all final grades are submitted.

*Note: Transcripts will be furnished only if all financial obligations to the college are satisfied.*

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**UNOFFICIAL TRANSCRIPTS MAY BE FAXED TO A PERSONAL FAX WITHIN 24 HOURS OF REQUEST**

Personal Fax Number: \_\_\_\_\_

\*\*\*\*\*

**ALL OFFICIAL TRANSCRIPTS (Signed and Sealed) ARE SENT VIA REGULAR MAIL**

Address to send official transcript(s):

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature - Do not print

**REGULAR SERVICE** OR  
Allow 3 -5 business days - no charge

**RUSH SERVICE**  
Allow 1 business day - \$10.00 per transcript  
Make checks payable to Pitzer College