

Complete this form to request your official or unofficial transcript.

SECTION A: STUDENT INFORMATION

Student ID Number (SID): _____
Alternative: SSN/ITIN may be provided if SID is unknown.

Last Name: _____ First Name: _____ Middle Initial: _____

Previous Name(s): _____ Date of Birth: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Student Signature: _____ Date: _____
Please complete with a physical signature or Adobe Sign.

SECTION B: TRANSCRIPT INFORMATION

Official Transcript Request

Quantity: _____

Processing Time:

- \$10 Standard processing time (**7 business days**)
 \$30 Expedited/Same day (**in-person orders only**)

When to Process:

- Process now
 After grades posted for current quarter
 After degree is posted for current quarter

Delivery Method:

- Hold for in-person pickup at Hawk Central
 Send transcript to address in Section A via USPS
 Send transcript to address below (**one address per form**):

Please proceed to Section C for official transcript requests submitted via email and mail.

Unofficial Transcript Request

Quantity: _____

Unofficial transcript requests will be processed within 7 business days and mailed via U.S. Postal mail to the address listed in Section A.

Need a transcript in person? Please visit Hawk Central in the H building.

Unofficial transcripts are provided free of charge.

For Office Use Only

Payment Processed: _____

Date Processed: _____

Processed by: _____

SECTION C: PAYMENT

- Check Money Order Visa MasterCard

(If using credit card, please fill in information below. May be left blank if paying in person.)

Credit Card#: _____ Expiration Date: _____ CVV: _____

Name on Credit Card: _____ Billing Zip Code: _____

Cardholder Signature: _____

SECTION D: WHERE TO SUBMIT

In Person
Hawk Central
H Building
Pasco Campus

OR

Email
transcripts@columbiabasin.edu

OR

Mail
ATTN: Transcripts
Columbia Basin College MS-H4
2600 N. 20th Ave.
Pasco, WA 99301

POLICIES

In compliance with the Family Education Rights and Privacy Act of 1974, a student's transcript will be released only upon the signed, written request of the student. Telephone requests will not be honored.

Official transcripts are printed on security paper, contain the school seal, the Registrar's signature, and are issued in a sealed envelope. Release of transcripts to a second party requires: 1) a signed, written release from the student authorizing a second party to pick up a transcript 2) a copy of the student's photo identification (e.g. driver's license), and 3) positive photo identification (e.g. driver's license) of the party with the written authorization. Transcripts may not be released to a student's parent unless the parent has the student's written consent. For more information, visit columbiabasin.edu/transcripts.

Your social security number is confidential and, under federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure.

Rev. 10'23