

Transcript Request & Credit Card Form

To obtain an official transcript of your South Seattle College coursework, please complete the Transcript Request Form and submit it via email to the Registration staff at ssccregistration@seattlecolleges.edu. The Registration staff will work with the Cashiers Office to process payment.

The cost is \$7.50 per transcript. Please allow 7-10 business days for processing of official transcripts.

It is the student's responsibility to fill out all official transcript request forms correctly and completely upon submission. Transcript(s) sent in error due to information submitted by the requester shall not be fixed or reprocessed.

STUDENT INFORMATION

Student Name (First, Middle, Last): _____ Former Name: _____
 ctcLink ID Number: _____ Date of Birth: _____
 Email: _____ Phone: _____

TRANSCRIPT REQUEST INFORMATION

<p>Check the appropriate box:</p> <p><input type="checkbox"/> Process my transcript(s) immediately</p> <p><input type="checkbox"/> Hold request until quarter grades are posted</p> <p><input type="checkbox"/> Hold request until my degree or certificate has been posted</p>	<p>Check the appropriate box:</p> <p><input type="checkbox"/> Mail my transcript(s) to the address below.</p> <p><input type="checkbox"/> I will pick up my transcript(s) at the Registration Office. <i>Any transcript(s) not picked up after 90 days will be destroyed.</i></p>
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Recipient's Mailing Address

Name/Attention to: _____
 Department: _____
 Address: _____

No request will be processed without the student's signature.

Student Signature: _____ Date: _____

Number of copies: _____

CREDIT CARD INFORMATION

Select Card: MasterCard VISA Discover American Express

Card Number: _____ - _____ - _____ - _____ Expiration Date: _____

Card Holder Name: _____

Amount Authorized \$ _____ Billing Zip Code: _____

Card Holder Signature: _____ Date: _____