



# Seattle Pacific UNIVERSITY

Student Academic Services

## Transcript Request

Transcript Request forms can be submitted via e-mail to [sasinfo@spu.edu](mailto:sasinfo@spu.edu), faxed to 206-281-2669, mailed to 3307 3<sup>rd</sup> Ave W Ste 113, Seattle, WA 98119, or dropped off in Demaray 151. Questions can be directed to 206-281-2031.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ SPU ID/ SSN#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

First quarter attended SPU: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

### FIRST REQUEST

Official Transcript

Please select the number of copies you are requesting:  1 copy (\$5)  2 copies (\$10)  3copies (\$15)  4 copies (\$20)

Unofficial (FREE)

Pickup

Send to:

Institution: \_\_\_\_\_

Attention: \_\_\_\_\_

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

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

### SECOND REQUEST

Official Transcript

Please select the number of copies you are requesting:  1 copy (\$5)  2 copies (\$10)  3copies (\$15)  4 copies (\$20)

Unofficial (FREE)

Pickup

Send to:

Institution: \_\_\_\_\_

Attention: \_\_\_\_\_

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

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

### TRANSCRIPT HOLD REQUEST

Check one of the following if you would like printing your transcript to be held until your grade(s)/degree is posted.

Quarter Grades: \_\_\_\_\_  Degree Posted: \_\_\_\_\_  
Quarter Year Quarter Year

Course Grades: \_\_\_\_\_  
List specific course(s)

**PAYMENT OPTIONS** Payment by Mastercard/Visa can be made in person or over the phone after the request has been submitted. Credit card information will not be accepted via e-mail or fax. Cash or check can be mailed or processed in office.

Cash

Check

Office Use Only: Amount Paid: \_\_\_\_\_ Initial: \_\_\_\_\_ Hold: \_\_\_\_\_