



**TRANSCRIPT REQUEST**  
**Note: Transcripts will not be processed**  
**during the 1<sup>st</sup> week of the term.**  
PLEASE PRINT OR TYPE

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
COCC ID # or Social Security Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Former Name(s)

\_\_\_\_\_  
Date of Birth

Your mailing address

Complete name & address to  
which transcript is to be mailed:  
(If more than one, enter the  
additional addresses on the  
back of this form.)

Process this request:  
(Check one only)

- ☐ Standard  
☐ Rush  
☐ Hold for Grades  
☐ Hold for Degree

Indicate number of copies.

\_\_\_\_\_ OFFICIAL: In sealed envelope and mailed directly to second  
party. Carries the Registrar's signature.

\_\_\_\_\_ OFFICIAL: Mailed to the student in a sealed envelope. Carries the  
Registrar's signature and is stamped "Issued to Student in a sealed  
envelope." In order to be valid, it must be delivered to second party in  
the sealed envelope.

\_\_\_\_\_ OFFICIAL: Send to OSU-Cascades Admissions Office. All official  
transcripts on file will be sent to OSU-Cascades at no cost.  
\_\_\_\_\_ Please indicate if you have non-COCC transcripts on file to be sent.

\_\_\_\_\_ UNOFFICIAL - Issued to Student. Note that free copies of your COCC  
transcript are available via your COCC Bobcat web account.

**I HEREBY AUTHORIZE THE RELEASE OF MY TRANSCRIPT**

Signature: \_\_\_\_\_  
*Your signature is required.*

- The cost is \$5 for the first transcript and \$1 for each additional transcript when requested at the same time. Faxed or rush transcripts are an additional \$5 fee.
- Don't forget to complete and submit the included payment voucher form if paying with a debit/credit card. Transcripts will not be sent without valid payment provided.
- **Please allow 7-10 days for processing standard requests.** Rush transcripts are **NOT** sent FEDEX or Express Mail.

Send your request and payment to:

Student Records - Enrollment Services, Central Oregon Community College,  
2600 NW College Way, Bend OR 97701-5998 541-383-7500 541-318-3700 (fax)

Office Use Only:

Fee \$ \_\_\_\_\_ Cashier \_\_\_\_\_ Method \_\_\_\_\_ Sent \_\_\_\_\_



## CARD AUTHORIZATION FOR TRANSCRIPT REQUEST

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
COCC ID # or Social Security Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Former Name(s)

\_\_\_\_\_  
Date of Birth

This voucher form is only required if you are paying with a debit or credit card. If you are paying with a check or money order, please include the payment with your request and disregard this form. Please note that we only accept VISA, MasterCard, and Discover. Please note, transcripts are shared between OSU-Cascades and COCC at no cost.

### Card Authorization

Name on Credit Card: \_\_\_\_\_ ☐ Visa ☐ MasterCard ☐ Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Zip: \_\_\_\_\_

Send your request and payment to:

Student Records - Enrollment Services, Central Oregon Community College,  
2600 NW College Way, Bend OR 97701-5998 541-383-7500 541-318-3700 (fax)

Office Use Only:

Fee \$ \_\_\_\_\_

Cashier \_\_\_\_\_

Method \_\_\_\_\_

Sent \_\_\_\_\_