



TRANSCRIPT REQUEST

Note: Transcripts may not be processed during the 1st week of the term.

COCC ID# or SSN: _____ Phone Number: _____

Full Name/Former Names: _____ Date of Birth: _____

- The cost is \$5 for the first transcript and \$1 for each additional transcript when requested at the same time.
- Processing Standard requests take 7-10 business days. Rush requests take 1-2 business days at an additional \$5 fee.
- "Hold for Grade" requests are processed after current term grades are posted. "Hold for Degree" requests are processed after current term degrees are awarded.
- Transcripts will not be processed without valid payment. *We do not email Official Transcripts.

Process this Request (Check one): Standard Rush Hold for Grades Hold for Degree

Request Type (Indicate Number of Copies):

- OFFICIAL: Mailed directly to third party.
- OFFICIAL: Mailed to your current mailing address. It is stamped "Issued to Student" in a sealed envelope.
Opening the envelope will render it unofficial.
- OFFICIAL: Send to OSU-Cascades at no cost.
 Check here if you have non-COCC transcripts with us that need to be sent.
- UNOFFICIAL: Issued to Student. You may print unofficial copies of your transcript directly from your Bobcat Web Account for free

Your current mailing address

Street: _____

City: _____ State: _____ Zip: _____

Third Party Mailing Address: (If more than one, enter the additional addresses on the back. Will appear on transcript)

Name: _____

Street Line 1: _____

Street Line 2: _____

City: _____ State: _____ Zip: _____

Fax (Fax requests will be considered Rush): _____

Signature: _____ Date: _____

Submit this form

In person: Return to any COCC campus, OR

Mail, Fax, or Email: Please fill out the Credit Card Authorization for Transcript Request form. If your transcripts are going to OSU-Cascades or paying with a check please disregard the Credit Card Authorization for Transcript Request form



CENTRAL OREGON
community college

Admission and Records
Email: welcome@cocc.edu
Phone: (541) 383-7500
Fax: (541) 318-3700
2600 NW College Way • Bend, Oregon 97703

CREDIT CARD AUTHORIZATION FOR TRANSCRIPT REQUEST

- This form is only required if you are mailing, faxing or emailing your request.
- We only accept VISA, MasterCard, and Discover.

COCC ID# or SSN: _____

Full Name: _____

Credit Card Information

Name on Credit Card: _____ Visa MasterCard Discover

Credit Card Number: _____ Expiration Date: _____

CVV Number (3 digits on the back of the card): _____ Card's Zip Code: _____

Send your request and payment to:

- Mail: Admissions and Records
Central Oregon Community College
2600 NW College Way, Bend OR 97703
- OR Fax: 541-318-3700
- OR Email: welcome@cocc.edu