



PRINCE WILLIAM SOUND COMMUNITY COLLEGE

Official Transcript Request

Office of the Registrar

New! Electronic Transcripts are now available to send for only \$12-must order through UAOnline.

Form with fields for Full Legal Name (Last, First, Middle), UA Student ID, Previous Name/s (Last, First, Middle), Social Security #, Address, City, State, Zip, Daytime Phone, E-Mail, Birth Date, Approximate Dates of Attendance, and STUDENT SIGNATURE.

Optional Additional Services Did you attend UAA, UAS, or UAF? Orders placed through UAOnline include work from all UA schools.

Hold for Degree/Certificate (after date of graduation) Yes or NO

Hold for current semester grades: Yes or NO

TOTAL NUMBER OF TRANSCRIPTS REQUESTED (\$15 per transcript)

WILL PICK UP Quantity:

AND/OR MAIL Quantity: to the following address (First-Class Mail)

If you need transcripts sent to more than one address, you must attach additional sheet for each one.

Recipient Attention

Address City State Zip Code

PAYMENT INFORMATION (This order will not be placed without card holder's signature authorizing the transaction)

Include payment to cover the \$15 transcript fee Expedited services are available for \$30 Per transcript Make check or money order payable to PWSCC

Visa MasterCard Credit card number Card expires (month/year)

Signature of Card Holder Date

- DO NOT SCAN or FAX - Federal Regulations prohibit electronic receipt of credit card numbers. Transcripts are not issued to individuals with outstanding financial obligations to the University of Alaska.

To maintain confidentiality, the college does not publish social security numbers on written reports, forms, electronic displays, or other communication unless required and/or permitted by law (Family Education Rights and Privacy Act of 1974). The last 4-digits of social security numbers will be printed on official transcripts.

PWSCC Office of the Registrar takes responsibility for handling transcript requests in a prompt and efficient manner. However, we are not responsible for mishandling by the U.S. Postal Service or the receiving school or agency. Replacement copies cannot be issued without the normal transcript fee.

Our transcripts include work done at: PWSCC - Valdez Campus, Copper Basin Campus & Cordova Campus.

Submit Requests In Person to: PWSCC 303 Lowe St, Valdez, AK

Mail requests to: PWSCC Office of the Registrar PO Box 97 Valdez, AK 99686 www.pwscc.edu