

TRANSCRIPT REQUEST

PITTSBURG STATE UNIVERSITY
Registrar Office
1701 S. Broadway, 103 Russ Hall, PITTSBURG, KS 66762
Phone: 620-235-4200, Fax: 620-235-4015, registrar@pittstate.edu

Transcript Ordering is Now Available Online, <https://www.pittstate.edu/registrar/transcripts-and-diploma-reprint.html>

The University charges for all transcript copies. **PDF copies are ordered online and are charged at the rate of \$11.25 each.**

If you choose to order your transcript by mail, please print this form, enclose the appropriate payment and mail to: Pittsburg State University, Registrar's Office, 1701 S. Broadway, Pittsburg, KS 66762, phone 620/235-4200.

Transcript services are WITHHELD for any student who has any holds on their records.
Allow 7-10 working days for processing and mailing.

PARTIAL TRANSCRIPTS are not issued. Transcripts show all work completed at this institution.

TRANSCRIPTS FROM HIGH SCHOOLS OR OTHER COLLEGES cannot be duplicated. You must contact them directly for transcripts.

Full Name _____ Student ID _____
Last, First, Middle

Names used other than above (Maiden, etc.) _____ Birthdate _____

Current Address _____
Street, City, State Zip

Email _____ Social Security # _____

Currently Enrolled Yes No Last Semester Completed _____

Special Instructions:

Process now, current semester grades and/or new degree statement will NOT be included.

Hold for new degree posting, not sent until graduation.

Hold for semester grades, not sent until end of semester.

Other, explain: _____

I will pick up _____ transcripts from PSU, 103 Russ Hall, at \$10.75 each.

Please mail _____ transcripts from PSU to address below, at \$10.75 each.

To: _____

Address: _____
Street, City, State Zip

Signature _____ Date _____

Daytime Phone Number _____