



# Request for Unofficial Transcript

Once completed please return this form to the Office of the Registrar or email this form to registrar@phc.edu.

Full Legal Name: \_\_\_\_\_ PHC ID (or Last 4 digits of SSN): \_\_\_\_\_  
Name While Enrolled (if different): \_\_\_\_\_ Student Status:  Current  Former  
Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Contact Address: \_\_\_\_\_

Standard Delivery Options (no fee):

When would you like to receive your transcript?

- Prepare as soon as possible (3-5 business days)
- Hold for final grades

How would you like to receive your transcript?

- Pick up at Office of the Registrar
- Mail to (USPS only): \_\_\_\_\_  
\_\_\_\_\_
- Authorize pick-up person: \_\_\_\_\_

**Please note that transcripts are not released until all obligations to the college are fulfilled.**

**Rushed and electronic options are not available for unofficial transcripts.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_