



TRANSCRIPT REQUEST FORM

INSTRUCTIONS TO STUDENT: This form is to be sent by you to a previous college or high school attended in order to request that an official copy of your transcript be forwarded to Clark College and an unofficial copy sent to your home for advising purposes. Please complete and forward to that school's Registrar.

- **NOTE:** Please contact the college whose transcript you are requesting to find out how much their transcript processing fee is, if any. Some colleges charge for transcripts, some don't. Failure to enclose the fee may delay your request.

NAME OF PREVIOUS COLLEGE OR HIGH SCHOOL ATTENDED _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TO THE REGISTRAR:



Please send an **official** copy of my transcript from your institution to:
Clark College
Office of Admissions/MS-PUB002
1933 Fort Vancouver Way
Vancouver WA 98661

AND



Please send an **unofficial** copy of my transcript from your institution to my home address for advising purposes.

NAME (PLEASE SIGN) _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

OTHER NAMES USED: _____ LAST YEAR OF ATTENDANCE: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER (OPTIONAL): _____

MY FULL NAME IS CURRENTLY (PLEASE PRINT): _____

LAST

FIRST

MIDDLE

SIGNATURE

DATE