



Enrollment Services
 PO Box 967
 Roseburg, Oregon 97470
 541.440.4604 | Fax 541.440.7713
 Registration@umpqua.edu

UCC Transcript / Verification Request Form

Most requests submitted by 11 a.m. will be available after 2 p.m. the same day. However, during peak times, it may take up to 2 business days. *Any money owed to UCC will prevent processing of this request*

 Last Name First Name M.I. Birthdate (MM/DD/YYYY) Student ID Number

 Mailing Address City State Zip

 Phone Former Names Used

Section 1 – ORDER REQUEST & PROCESSING (Select all that applies)

- Official Academic Transcript Request** # _____ copy(s)
- Unofficial Academic Transcript Request** # _____ copy(s)
- Verification Request**
 Verification type: GPA Enrollment Degree
 Verification term/year: Summer Fall Winter Spring **Academic year:** _____

ADDITIONAL OPTIONS
(Current Students Only)

Hold for grades

Hold for degree posting

Section 2 – DELIVERY METHOD (Select all that applies)

- In-Person pick up** *(must be picked up within 30 days)*.....\$Free
- U.S. Mail**.....\$Free
- Use my student mailing address above.
- Use different mailing address below:
- Rush**.....\$10
- Fax**.....\$3
- Fax number: (_____) _____ - _____
- Attention to: _____

 Name

 Mailing Address City State Zip

Section 3 – PAYMENT INFORMATION (Select all that applies)

<p style="text-align: center;">COST</p> <p><input type="checkbox"/> Rush Fee\$10</p> <p><input type="checkbox"/> Fax\$3</p> <p>Total: \$ _____</p>	<p><input type="checkbox"/> Credit Card: <input type="checkbox"/> Check No: _____ <input type="checkbox"/> Cash</p> <p>Name on card: _____</p> <p>Billing Address: _____ State: _____ Zip: _____</p> <p>Account No: _____ Exp. ____/____ VCode: _____</p>
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Student Signature **Date:** _____

Signifies Approval & Authorization to release my transcript as directed on this form.

OFFICE USE ONLY

Payment Verified: *Rush* *Fax* *Other* **Date Received:** _____ *AM* *PM*

Section 4 – IN PERSON PICK UP ONLY (Sign & date at the time of pick up)

Student Signature **Date:** _____

Signifies authorization that I received my transcript and/or verification.