



POINT LOMA  
NAZARENE UNIVERSITY

Office of Records  
3900 Lomaland Drive  
San Diego CA 92106

T 619.849.2286  
F 619.849.2508  
www.pointloma.edu/Records

# OFFICIAL TRANSCRIPT REQUEST

- Send within 10 business days at no charge.  
(For **RUSH** processing see box below)
- Wait to send until semester grades are posted:  
Fall 20\_\_ Spring 20\_\_ Summer 20\_\_
- Wait to send until degree is posted:  
 Bachelor's     Master's     Ed.S
- Wait for grade change:  
\_\_\_\_\_ (course number)  
\_\_\_\_\_ (enrolled semester/year)

Today's Date \_\_\_\_\_

Number of Copies \_\_\_\_\_

Dates Attended \_\_\_\_\_

Degree & Year \_\_\_\_\_

Major \_\_\_\_\_

Campus Location \_\_\_\_\_  
(i.e. San Diego, Arcadia, Bakersfield, Inland Empire)

Student Name \_\_\_\_\_ PLNU ID# \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

S.S. # \_\_\_\_\_ Birthdate \_\_\_\_\_ Maiden Name \_\_\_\_\_

**Mail transcript to:**

Name \_\_\_\_\_

School/Company \_\_\_\_\_

Street \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## RUSH REQUESTS ONLY

**Rush transcripts** are processed within 3 business days for a \$25 fee and are sent regular mail via the US Postal Service. **If overnight mailing is needed**, please mark the box below. An overnight fee of \$16.50 will be added to the \$25 rush fee.

*Note: Transcripts for students who attended **prior to 1978** cannot be rushed, please contact the Records Office at 619.849.2502 if you have any questions.*

- Check here for overnight mailing (additional charge of \$16.50)**

Card Type: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

16 digit Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ (mo/yr)

Credit Card Billing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PLNU Office Use Only

Date Sent: \_\_\_\_\_

SFS: \_\_\_\_\_

Date: \_\_\_\_\_

I authorize Point Loma Nazarene University to release my transcripts as requested above.

\_\_\_\_\_  
Student's Signature