



POINT LOMA
NAZARENE UNIVERSITY

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OFFICIAL TRANSCRIPT REQUEST

- Send within 10 business days (FREE).**
(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 _____

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 express mailing is needed**, please mark the box below. A 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 619.849.2289 if you have any questions.*

- Check here for express mailing (additional charge of \$16.50)**
- Check here to waive the signature requirement for express transcripts**

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. If I have a balance due on my Student Account, my transcripts will be placed on hold until full payment is received.

Student's Signature