



Official Transcript Request Form Professional Development Courses

Order Online: It's cheaper (only \$5/transcript plus a \$2.25 order processing fee) and quicker!

Step 1: Visit <http://www.studentclearinghouse.org>

Step 2: On your order, (1) enter which classes you need appear on the transcript under "enter other required instructions only" (2) under delivery options, choose the processing option "after grades are posted".

Order by Mail: \$15 each. Please allow 5-10 business days.

Please make check or money order payable to: University of the Pacific. (Do not send cash.)

Mail this request form to: Office of the Registrar, University of the Pacific, 3601 Pacific Avenue Stockton, CA 95211

Please Print Pacific Student ID: 98 _____ Social Security Number: _____

Last Name: _____ First Name: _____ Middle Name: _____ Name while at Pacific (if different): _____

Current Address: _____

Email Address: _____ Phone: (____) _____

Send transcript(s) to:

Quantity: ____ Attn: _____ Name of Office: _____ Address: _____	Quantity: ____ Attn: _____ Name of Office: _____ Address: _____
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List the most recently completed courses that should appear on this transcript. If you do not list ALL courses that must appear and your transcript is sent with missing information, you will need to request and pay for another official copy.

Course Number	Course Name		Course Number	Course Name

I authorize the release of my professional development record: Signature: _____ Date: ____

Questions: Please contact University of the Pacific – Benerd College Professional Development at continuinged@pacific.edu or (209) 946-2424.