



Official OCI Transcript Request

Note: If your account is not paid in full, and/or you suspect there is a hold on your account, please contact Victoria Russell at 971.386.5215 before requesting a transcript to help clarify what you need to do. If your account is not clear with the Pioneer Pacific College business office, your request will be returned to you unprocessed.

Fill out this form, including your signature, and forward it to the Registrar:
Scan and email to OCITranscriptRequest@PioneerPacific.edu; fax it to 503.200.1140; or mail it to 1717 SW Madison Street, Portland, OR 97205.
Payment must accompany your request in order to be processed.

Today's Date

Last Name First Middle Initial

Other Names Used While Attending OCI Year Last Attended OCI

Address City / State / Zip

Date of Birth Social Security Number Telephone Number

Email Address Signature

Number of Transcript(s) Requesting

Mail to: Name of Person or Department (Fill out a separate request for each address.)

School/Business Name

Address City / State / Zip

- Mail Transcript Immediately
- Mail Transcript After End of Term
- Hold Transcript for Pick-Up (Photo ID Required)

The fee for Official Transcripts is \$5.00 each.
Your receipt will be mailed. Normally, transcripts are mailed
two to five business days after request is received.

- Check/Cash
- VISA
- MC
- AMEX
- Discover

Name on Credit Card

Credit Card Number

Exp. Date CVC (3-digit code on back,
4-digit on front for AMEX) Zip Code
Associated with Card

OFFICE USE ONLY:

Payment: Check/Cash Credit Card

Request Received By Date Received

Date Issued/Mailed Receipt Number

Notes