



# Request for Transcript

\_\_\_\_\_ Date

Office of Student Records

\_\_\_\_\_  
Name of College, University or High School  
(show name of previously attended school)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

I have applied for admission to Pittsburg State University. It is required I furnish a copy of my previous student record. Please send my transcript directly to:

Office of Admission  
Pittsburg State University  
1701 S. Broadway  
Pittsburg KS 66762

If a transcript fee is charged for this service, please notify me:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Maiden Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

The following information may assist you in locating my records:

Birthdate \_\_\_\_\_ SSN# \_\_\_\_\_ Student ID# \_\_\_\_\_

Years of Attendance \_\_\_\_\_

Thank you,

Signature \_\_\_\_\_