

**AMERICAN SAMOA COMMUNITY COLLEGE
OFFICE OF THE REGISTRAR**

Phone: (684) 699-9155 ext. 412

Fax: (684) 699-1083

TRANSCRIPT REQUEST FORM

The Finance Office handles payment/financial clearance. A receipt of payment and financial clearance must be submitted to the Records Office with completed transcript request form before a transcript is released. Requested transcript(s) will be processed in 5 or more business days from the date of receipt, on a first come, first served basis.

Student's Name: _____ SS#: _____

DOB: _____ Phone: _____

Email: _____

Student's Address: _____

Major Degree Awarded: _____

Awarded Date: _____

of Official Transcript (@ \$5.00 ea.) _____

of Student's copy: (@ \$2.50 ea) _____

Check One (method of receiving the transcript)

Mail

Pick-up

Pick-up Notes:
(For Office Use Only)

Purpose of Transcript
(Check One)

Cohort

Scholarship

Transfer

Military

Employment

Graduation

Personal

Off-Island Request

Mailing Address for Transcript

1. _____

2. _____

I, the undersigned, hereby give my permission for ASCC to release my Transcript to the Institute/Organization/Person(s) listed below:

Signature: _____

Date: _____

FOR ADMISSIONS AND RECORDS OFFICE USE ONLY

Date received: _____

Received by: _____

Verified by: _____

Verified Date: _____