



Office of the Registrar

On Demand Transcript Request

OTR@greenriver.edu | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092

Submit in person to SA 277 | greenriver.edu/OTR

INSTRUCTIONS

Official transcripts may be ordered online at greenriver.edu/otr/transcripts. The cost is \$12 *per transcript ordered*. If you need an official transcript immediately, the fee is \$25.00 for *each* On-Demand transcript processed. On-Demand transcripts are hard copy only, and must be requested in person.

Please follow the steps below:

1. Complete this form and take it to the Cashiers Office.
2. Pay the \$25.00 fee for *each* transcript you are requesting.
3. After payment, take this form to the Office of the Registrar to receive your sealed official transcript.

Please make note of the following:

- Requests without a signature will not be processed.
- Photo ID is required.
- Green River College does not fax transcripts.
- You may view your unofficial transcript at greenriver.edu/students/online-services.
- Records prior to 1983 are not stored in the current computer system. Please allow 2 days for research, uploading and proofing of your record.

STUDENT INFORMATION

Name: _____
Last Name First Name M.I.

Previous name(s): _____

Phone: _____ Birth date: _____

Student (ctcLink) ID: _____ Previous SID (if applicable): _____

Dates attended: _____ Number of copies requested: _____

STUDENT SIGNATURE

Signature: _____ Date: _____

OTR123119OnDemandTrns _____ 1 of 1

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.