PAUL QUINN COLLEGE
OFFICE OF THE REGISTRAR
3837 SIMPSON STUART ROAD
DALLAS, TX 75241
(214) 302-3540
www.pqc.edu

REQUEST FOR TRANSCRIPT OF RECORD

If filling out in person, **PRINT INFORMATION REQUESTED BELOW**. Pay $10.00 in the Business Office and return form to the Registrar's Office. The processing of a transcript may take 3– 4 working days. Requests made during the College's registration periods may take longer.

NAME:_____
LAST FIRST M.I.

SS NO:_____ TELEPHONE#:_____

PERMANENT ADDRESS:_____

_____

DATES ATTENDED: FROM_____TO _____GRADUATE_____

YOUR SIGNATURE:_____DATE_____

HOLD TRANSCRIPT FOR FOLLOWING REASON (S)

_____Default on Loan

_____Balance of $_____owed to Institution
_____Academic
_____Other

SEND COPY TO: _____

_____

_____

CASHIER'S SIGNATURE:_____DATE:_____

REMARKS: _____

REGISTRAR'S SIGNATURE:_____DATE MAILED_____

#COPIES REQUESTED_____AMOUNT PAID_____