



Transcript Request Form
Philander Smith College
One Trudie Kibbe Reed Drive
Little Rock, AR 72203

Transcript Fee: \$5.00 (Please Pay @ Business Office @ 501-370-5206)

Date of Request

Please Indicate:

Mail transcript, Number of transcript(s) to mail, Will pick up, Number of transcript(s) to pickup

Please complete the following:

Official Transcript, Unofficial Transcript

#/ID #, Dates of Attendance to

Name: Please list maiden or other names used while attending PSC

Mailing Address:

City/State/Zip:

Home Phone: Other Phone:

Did you Graduate? If so, when?

If transcript(s) are being sent somewhere other than your mailing address, please complete this area below:

To:

Address:

City: State Zip

Special Instruction:

Please Note:

- Transcripts are not processed on a while you wait basis.
Transcripts will be processed within a 3-5 business days.
Transcripts will not be released until all financial obligations are paid in full.
Transcripts considered official by PSC include a school-seal.

Signature: