

**PACIFIC MARITIME INSTITUTE  
REQUEST FOR TRANSCRIPT**

DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

I, \_\_\_\_\_, request that a copy of my school records be sent

to \_\_\_\_\_.

Name of School / Person

My dates of attendance were: \_\_\_\_\_ to \_\_\_\_\_

The address to send the transcript to is:

If there is a fee for this service please advise \_\_\_\_\_ of \_\_\_\_\_

at \_\_\_\_\_.

School Official

Name of School

Telephone Number

Thank you.

Sincerely,

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date

Cc: \_\_\_\_\_

School Official, Name of School