



**OFF CAMPUS TRANSCRIPT**

**Please send an official copy of my transcript to:**

**Phillips Community College of the University of Arkansas  
Office of Admissions  
PO Box 785  
Helena, AR 72342  
(870) 338-6474  
(870) 338-7542 (fax)**

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

Date attended: \_\_\_\_\_  
  (Semester)                                    (Year)

Date of birth: \_\_\_\_\_

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Check if a transcript is to be sent to self.**

**TRANSCRIPTS SHOULD BE SENT AFTER FINAL GRADES ARE RECORDED.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                                    State                                    Zip

**NOTE TO STUDENT:** Most college and universities require advance payment for transcripts. Contact them for appropriate amount and attach payment to this request.

**NOTE:** OFFICIAL transcripts are required for admissions to Phillips Community College of the University of Arkansas. The transcript goes from the sending institution on to PCC/UA and does NOT pass through the Student's hands.

**NOTE:** OFFICIAL transcripts are required from each institution attended, regardless if the credits appear on another school's transcript