



Pasadena City College
International Student Office (ISO)

Request for Copy of Documents from My File

Current Date: _____
Month/Day/Year

Mr. Ms. Student Name: _____
Family Name First Name M.I.

Student ID #: _____ (or) Social Security #: _____

Address: _____
Number & Street Apt. # City Zip Code

Email Address: _____ Telephone #: () _____

Please specify documents needed below:

Original Documents:

- Transcripts
- Birth Certificate

Copy of Original*:

- Immunization Records
- Financial Records
- TOEFL scores
- Other: _____

* Note: We cannot return original documents issued by a school or agency within the United States. We can only supply copies of these documents.

It will take 5 working days to retrieve documents for non-current students, 3 days for current students.