



# OFFICIAL TRANSCRIPT & CERTIFICATION REQUEST

MISSION COLLEGE - Office of Admissions & Records

3000 Mission College Blvd., Santa Clara, CA 95054-1897

1.) Student ID or Social Security Number \_\_\_\_\_

2.) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Birthdate: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

Month Day Year Area Code

3.) Please indicate how the transcript(s) will be processed

- A.)  Standard (10 bus. days). The first two are free. \$4.00 each after that.  
 24Hr (\$15 ea.+ \$5 each add'l)  1hr-Rush (\$20 ea.+ \$5 each add'l)

B.)  Mail  Pick Up **Do not complete 'Mail To' if picking up**

Mail to: Name: \_\_\_\_\_

Dept.: \_\_\_\_\_

Address: \_\_\_\_\_

4.) I have thoroughly read the policies for ordering transcripts and certifications (on back).

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*(Your signature is REQUIRED by Family Educational Rights and Privacy Act, 1974)*

5.) Indicate number of transcript requests \_\_\_\_\_ (Each transcript is individually sealed)

6.) Have you previously ordered two or more transcripts?

Yes  No *(First 2 standard transcripts are free, any additional copy is \$4)*

7.) Are you planning to transfer to a 4-year institution?  Yes  No

8.) GE Certification - Check on: **(For questions about Certifications, see a Counselor)**

CSU  IGETC *(No RUSH on GE Certs)*

Transcripts from other institution(s): \_\_\_\_\_

9.) Special Holds

Hold for current semester's grades. Sem \_\_\_\_\_ Yr \_\_\_\_\_

Hold for a grade change: Course \_\_\_\_\_ Sem \_\_\_\_\_ Yr \_\_\_\_\_

Hold for degree/certificate to be posted. Sem \_\_\_\_\_ Yr \_\_\_\_\_

Hold until incomplete is made up. Course \_\_\_\_\_ Sem \_\_\_\_\_ Yr \_\_\_\_\_

For Office Use Only:  PERC  RQSS

Receiving Clerk: \_\_\_\_\_

Records Processing

Amount Paid: \_\_\_\_\_

Staff: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Date: \_\_\_\_\_

Recipient - White Copy

Records - Yellow Copy

Student - Pink Copy