

COLLEGE OF THE CANYONS
Transcript Request Form

Please **PRINT** the following information:

Name: _____ ID or SSN: _____

Other Last Name: _____ Birthdate: _____

Address, City, State, Zip: _____

Home Phone: _____ Last Year Attended COC: _____

If you are transferring, please fill out the appropriate information in both BOX A and BOX B:

BOX A:

TRANSFER INFORMATION

Is this your Final Transcript before you transfer? Yes No

If yes, would you like IGETC certification? Yes No If you are unsure, see a Counselor.

****Important note : If you are requesting IGETC certification, this will be the only certification provided.**

If the four-year university you are transferring to has requested certification, please check one box below:

UC IGETC Certification CSU IGETC Certification

CSU General Education Certification

Your first two official transcripts are free. Each additional copy is \$5.00 and available in 7-10 business days. Rush transcripts are \$8.00 per copy and are available in 2 business days. Unofficial transcripts are free and are available online. If you are picking up your transcripts, you must provide photo identification.

** A written authorization for Pick-Up by someone other than the student must be submitted with this form by the student at the time of request.*

BOX B:

SEND TRANSCRIPTS: Now After current semester grades are posted

Official Copy (\$5.00) 7-10 days (First two are free) Rush Official Copy (\$8.00) 2 business days

Number of Copies: _____ Fee Paid: _____ ***** Please do not send cash. *****

Send my Transcript to: (PLEASE PRINT)

I authorize College of the Canyons to release my academic record to the person/organization listed above. I acknowledge that I have read and understand the transfer information.

Signature: _____

Today's Date: _____