

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: _____

CERTIFICATION INFORMATION

If you are unsure if you should request a certification now, please see a counselor.

If you are requesting certification, please read the Certification Policies and initial here of your acceptance of those policies on the back of this form: _____

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

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

- Hold until current semester grades are posted
 Regular (\$5) Rush (\$10) On Demand (\$15)

Number of Copies: _____ Fee Paid: _____

SEND TRANSCRIPTS TO:

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 Regular (\$5) Rush (\$10) On Demand (\$15)

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PAYMENT IS DUE AT TIME OF REQUEST

Two regular transcripts are made available for free. The request for your free transcripts must be made in person or by mail. Additional regular transcripts are \$5.00 each and available in 7-10 business days. Rush transcripts are \$10.00 each and are available in 2 business days. On Demand transcripts are \$15.00 each and are produced at the time of request. Unofficial transcripts are free and are available online. If you are picking up your transcripts, you must provide photo identification. If you are having your transcripts mailed, please allow for additional time for post office delivery.

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 the request.

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

Signature: _____

Today's Date: _____



Certification Policies

If you have asked College of the Canyons for a general education certification, you must initial the box on the transcript request form before we will process a certification. There are three different types of certifications available to students: CSU GE Breadth, CSU IGETC, or UC IGETC.

If you have requested any of these certifications and you have completed all the requirements for one, two, or all three certifications, you will be given the Certificate of Achievement associated with that particular certification. The certificate will be posted at the end of the term and mailed to the mailing address we have on file for you.

IMPORTANT INFORMATION ABOUT PARTIAL IGETC CERTIFICATION

If you have asked for an IGETC certification, please read the following statements:

1. If we do not have all your coursework from your high school and other colleges, this certification may be incomplete.
2. If you do not provide official transcripts with final grades from other institutions to our College prior to requesting certification, this certification may be incomplete.
3. If you are requesting certification prior to your final grades being posted, this certification may be incomplete.
4. **The UC system requests we complete an IGETC certification only once.** *If the certification we provide is a partial CSU or UC IGETC certification, we cannot re-do the certification to make you fully certified and resend the certification to your institution.*
5. If you are missing area 1 or 2 of the IGETC certification pattern, you might not be eligible for admission to a UC. If we certify you without area 1 or 2, you may be denied admission to the UC.

If you have any questions or concerns related to general education certification, please contact the Counseling office on the Valencia or Canyon Country Campus.