

COLLEGE OF THE CANYONS
Official Transcript Request Form

Name: _____ COC ID#: _____

Student Address: _____ Phone: _____

City, State, ZIP: _____ Birthdate: _____

PAYMENT IS DUE AT TIME OF REQUEST

SPEED	PROCESSING TIME	MAIL OR PICK UP	COST PER COPY	UC/CSU CERTIFIED
Regular	7 – 10 Business Days	Mail or Pick Up* available	\$5 - First two requested in person or through mail are free	Yes
Rush	2 Business Days	Mail or Pick Up* available	\$10	No
On Demand	Immediately	Pick Up only	\$15	No

*If you are picking up your transcripts, you must provide photo identification. Authorization for pick up by someone who is **NOT** the student must be indicated on the form **at the time of the request**.

If you are having your transcripts mailed, please allow for additional time for post office delivery.

UC and CSU CERTIFICATION INFORMATION

If you are unsure if you should request a UC or CSU Certification, please see a counselor.

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

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

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

Are you receiving an AS-T in Biology for Transfer or Environmental Science for Transfer? Yes _____ No _____

Hold until current semester grades post:
 Winter Spring Summer Fall

Regular Rush On Demand

Number of Copies: _____ Amount Due: \$ _____
 _____ PICK UP _____ SEND TRANSCRIPTS TO:

Hold until current semester grades post:
 Winter Spring Summer Fall

Regular Rush On Demand

Number of Copies: _____ Amount Due: \$ _____
 _____ PICK UP _____ SEND TRANSCRIPTS TO:

I authorize College of the Canyons to release my academic record to the person/organization listed above.

Student Signature: _____ 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.