



## OFFICIAL TRANSCRIPT REQUEST

**NOTE:** If you used your two (2) free transcripts, do NOT submit the Transcript Request form as your order will not be processed. Please order your transcript on Parchment.

1. Every student is eligible for two **FREE** hard copy transcripts. Thereafter, all future requests will be done through Parchment.
2. Please complete **ALL** information on the transcript request form.
3. Submit one request for each mailing address. **STUDENT IS RESPONSIBLE FOR THE CORRECT ADDRESS.**  
(Allow 3-5 working days for processing)
4. Requests being held for current semester grades will be mailed within approximately one month after the end of the semester.
5. Student records are confidential. Transcripts will be issued only at the written request of the student.

For Office Use Only

Date Completed

MI

First Name

Last Name

|  |                   |            |    |                |
|--|-------------------|------------|----|----------------|
| Social Security Number<br>(or Student ID Number) | Current Last Name | First Name | MI | Previous Names |
|--|-------------------|------------|----|----------------|

|                            |               |                             |
|----------------------------|---------------|-----------------------------|
| Number of copies requested | Date of Birth | ( )<br>Current Phone Number |
|----------------------------|---------------|-----------------------------|

|                                       |                        |
|---------------------------------------|------------------------|
| Are you currently enrolled at<br>AVC? | Current Street Address |
|---------------------------------------|------------------------|

|   |                       |
|---|-----------------------|
| Approximate dates of attendance<br>(example: 2001-2004) | City, State, Zip Code |
|---|-----------------------|

Student's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Send record now | <input type="checkbox"/> Wait until degree is posted<br>(6-8 weeks after the end of the term) | <input type="checkbox"/> Send after current semester grades are recorded |
|--|---|--|

### CERTIFICATION

CSU Certification (California State University System)       IGETC Certification (University of California System)

A certification is a separate form that is sent with your transcript directly to the university within the CSU/UC systems. The certification identifies completed courses taken for G.E. requirements. This enables the student to transfer without having to take unnecessary lower division G.E. courses. Please mark the appropriate box only if the G.E. requirements have been completed and the transcript is being sent directly to the university. Please list any other school transcript to be used for the certification:

Name and Address of where transcript(s) are to be sent: The **STUDENT** is responsible for the correct address.

**Keep address within the box and on the lines provided. For accurate processing, please print clearly.**

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