



REQUEST FOR TRANSCRIPT

(See reverse side for Transcript Policy)

OFFICIAL USE ONLY

Fee Paid: _____

Receipt No.: _____

STUDENT INFORMATION *(Please Print)*

Full Name: _____

Name used during last attendance, if different from above: _____

Student ID Number: _____ Date of Birth: _____

Today's Date: _____ Approximate Dates of Attendance: _____

Telephone No.: _____ Did you attend prior to 1980? ☐ Yes ☐ No

Email Address: _____

Current Address: _____

City/State/Zip: _____

Student Signature: _____

COST

The first two transcripts ever issued to/for you (in your lifetime) are free; \$5.00 for each transcript thereafter.

Additional Charges:

☐ RUSH Processing – \$10.00 applies to same day hand delivered orders only.

☐ Federal Express – Standard Overnight - \$35.00

☐ Federal Express – International - \$65.00

Note: Federal Express orders submitted before 1:00 p.m. are shipped the SAME day; after 1:00 p.m., transcript(s) will be shipped the next business day.

PAYMENT INFORMATION

☐ Check or Money Order – Make Payable to: San Diego Community College District

☐ Credit Card – Complete Fields Below:

SELECT CREDIT CARD TYPE: ☐ Visa ☐ MasterCard AMOUNT: \$ _____

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____ / _____
(Month) (Year)

CVV: _____ Signature of Card Holder: _____

Signature authorizes SDCCD to charge credit card for order

TRANSCRIPT REQUEST INFORMATION

Send Transcript:

To: _____

Attention: _____

Address: _____

_____ Number of transcripts
requested to be mailed to
the address on the left.

CHECK ONE: (If no selection is made, transcript will be sent now)

☐ Send Transcripts Now

☐ Hold for Degree (transcripts will not be sent until the degree is confirmed)

☐ Hold for Final Grades

Please Note: Transcripts sent electronically via SPEEDE or EDI will include your social security number.

San Diego Community College District
TRANSCRIPT POLICY

- A. Requesting final transcripts to show semester grades:
- Transcripts will not be sent until three (3) weeks after the end of the semester for 'Hold for Final Grades' requests.
 - Checking 'Hold for Final Grades' when placing a transcript order will only apply to that specific request. Additional transcripts can be ordered to send out at the time of ordering.
 - If not opting to use the 'Hold for Final Grades' option, students should view their mySDCCD account before requesting their transcript to verify that all grades for the current semester are posted.
- B. Requesting final transcripts to show degrees:
- a. Transcript requests on hold for a degree to be posted will not be released until the degree posting has been confirmed.
 - b. Checking 'Hold for Degree' when placing a transcript order will only apply to that specific request. Additional transcripts can be ordered to send out at the time of ordering.
 - c. If not opting to use the 'Hold for Degree' option, students should view their mySDCCD account before requesting their transcript to verify the degree has been posted.
- C. No partial transcripts will be issued.
- D. All coursework taken at the San Diego City College, Mesa College, and Miramar College will appear on one transcript.
- E. The first two (2) transcripts EVER issued to/for you are free. (All previous transcript requests count in this total). After that, transcripts are issued at a cost of \$5.00 per copy, payable in advance.
- F. Transcripts of credit sent from our college to another institution are considered to be official.
- G. It is the students responsibility to confirm with the recipient the accepted transcript delivery method and address. Changes to the delivery method or address will require a new transcript.