T R A N S C R I P T   R E Q U E S T   F O R M ❀ **E V E R G R E E N   V A L L E Y   C O L L E G E**   **3095 Yerba Buena Road • San Jose, CA 95135-1598**

Name: _____   Today's Date: _____/_____/_____
Last   First   Middle   Maiden

Present Address: _____   Number of transcripts requesting: _____
Number   Street   City   State   Zip

Last 4 SSN# or STUDENT ID_____   Birth Date: _____/_____/_____   Phone: _____   E-mail: _____
Mo.   Day   Year

Signature: _____

NOTE: - This transcript includes courses taken at EVC only
- There is no charge for the first two (2) transcripts (two for EVC, two for SJCC) or first two GE or IGETC certifications:
  Additional copies are $4.00 each. Make check or money order payable to: *Evergreen Valley College*. (fees are subject to change)

*CAUTION: The portion below is to be used in a window envelope. Please neatly print in the box below the name and
address of where you wish the transcript to be sent.*

TO:

Office Use Only: Rec'd by _____   ☐ No. Ch.   ☐ Pd. $ _____
Requested by: ☐ Letter   ☐ In person I.D. _____

Transcript Information
Official transcripts of work taken at EVC are prepared by the Records Office and issued according to the regulations which follow:
A. Transcripts issued at the close of a semester or summer session:
  1. Transcripts which are requested prior to the end of the semester are generally mailed 2 to 3 weeks after the final grades are
     posted to all student files.
  2. Requests filed after the close of the semester will be issued on a first come-first serve basis, after all other requests
     (see number 1) have been issued.
B. Each transcript must include the student's complete record at EVC. Courses taken at other institutions are not added to the EVC transcript.
C. All debts owed to the college must be cleared with the particular department before a transcript, GE, or IGETC Certification will be issued.

☐ RUSH: Processed immediately $10   ☐ Regular: 7-10 working days $4 after the first two free copies

CREDIT CARD INFO (Visa or MasterCard)

CC Number: _____   Expiration Date: _____ / _____

**SEND TRANSCRIPT INDICATING THE
INFORMATION MARKED BELOW**

☐ All prior work at EVC
☐ Work in progress
   (see "transcript information" for work in progress)
☐ General Education Certification
☐ IGETC Certification: UC or CSU (Please circle one)

Number of GE or IGETC certs requested today _____

SPECIAL INSTRUCTIONS - Hold transcripts until

☐ Final grades for _____ semester

☐ Grade change _____
                        semester   course title
☐ Degree is posted

☐ Mail transcript

☐ Pick up transcript

☐ Separate envelopes