



# EVERGREEN VALLEY COLLEGE

Admissions & Records  
3095 Yerba Buena Road  
San Jose, CA 95135-1598

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Tel: (408) 270-6441  
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## TRANSCRIPT REQUEST FORM

**IMPORTANT: Please Print Clearly**

Name (Last, First, Middle) \_\_\_\_\_ EVC Student ID# OR Social Security # \_\_\_\_\_

Email address \_\_\_\_\_ Phone number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other name(s) used on EVC records: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt. No. City State Zip

**Dates of Attendance:** \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Do you have any grades before Fall 1966? Yes \_\_\_\_\_ No \_\_\_\_\_

Check All that Apply: **Mail Transcript(s)**  and/or **Separate Envelopes**

Mail (number of) *transcript(s)* to: \_\_\_\_\_ Mail (number of) *transcript(s)* to: \_\_\_\_\_  
(Please Circle)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Special Instructions:

- \_\_\_ Send now - do not hold for additional grades/courses
- \_\_\_ Send after \_\_\_\_\_ semester grades are posted
- \_\_\_ Send after \_\_\_\_\_ degree is posted
- \_\_\_ Send after grade is changed from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_  
Course Sem/Term Instructor

General Education Certification  
IGETC Certification: UC or CSU  
Number of GE or IGETC certs requested today \_\_\_\_\_

### Credit Card Information:

CC Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

### Signature:

(Required by the Family Education Rights and Privacy Act)

### \*IMPORTANT INFORMATION\*

First two regular transcript copies are free (except for rush orders).  
 Allow 7 to 10 working days for regular processing; 24 to 48-hours for rush processing.  
 Transcript will not be processed if you have a hold on your records.  
 The transcript includes courses taken at EVC only. SJCC transcripts must be requested separately from SJCC. Student's signature is required to release transcripts. Requests by persons other than the student must include written authorization from the student. EVC does not duplicate transcripts from other colleges. If needed, request additional transcripts from other colleges separately. End-of semester/term transcript requests take 3 to 4 weeks to process after final grades are posted. It is the student's responsibility to contact the instructor regarding grade changes.