

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

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

SSN#/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. _____

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

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.

- Mail transcript
- Pick up transcript
- Separate envelopes

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