



EVERGREEN VALLEY COLLEGE

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

Tel: (408) 270-6441
Fax: (408) 223-9351

EVCAR@EVC.EDU

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: _____

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

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.