

MENDOCINO COLLEGE

Admissions & Records
1000 Hensley Creek Road
Ukiah, CA 95482
707/468-3101
707/468-3430 (fax)

REQUEST FOR OFFICIAL TRANSCRIPT

- No transcripts will be furnished until all financial obligations to the college have been cleared.
- Transcripts include only courses taken at Mendocino College

STUDENT INFORMATION: Please print and complete all information requested.

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LAST NAME	FIRST	MIDDLE	OTHER NAMES USED/MAIDEN NAME
SOCIAL SECURITY NUMBER/STUDENT I.D. _____		DATE OF BIRTH _____	
MAILING ADDRESS _____			
NUMBER		STREET	
CITY		STATE	ZIP CODE
PHONE NO. (_____) _____		DID YOU ATTEND MENDOCINO COLLEGE PRIOR TO 1981? YES ___ NO ___	
SIGNATURE REQUIRED TO RELEASE TRANSCRIPTS			DATE

SEND _____ COPIES AS FOLLOWS: (CHECK ONE)

___ **SEND TRANSCRIPT NOW.** Will not include grades for current semester; please allow 15 working days for processing. The first two copies ever are free, \$2 each thereafter.

___ **RUSH SERVICE.** Processed within 5 working days from receipt of request. \$5 charge for each copy requested.

___ **PICK UP SERVICE:** Will not include grades for current semester; please allow 15 working days for processing. The first two copies ever are free, \$2 each thereafter. Transcripts will be held for 30 days only; unclaimed transcripts will be mailed to the address provided above.

___ **HOLD FOR _____ SEMESTER GRADES.** Allow 15 working days after grades are official.

CERTIFICATIONS: If you have completed at least 12 units at Mendocino College and wish your General Education courses to be certified to a California State University or University of California campus, please check below.

___ IGETC (CSU or UC) ___ GENERAL EDUCATION (CSU Only) ___ CATALOG YEAR

Instructions for completing Mailing Label:

- Print name and complete address *legibly*.
- A separate request must be completed for each address. Student is responsible for providing the correct address.
- For pick-up service, enter your name and telephone number in the send to area.

SEND TO:
ATTN:
ADDRESS:
CITY/STATE/ZIP:

STUDENT CREDIT CARD AUTHORIZATION:

Circle One: VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS Card# _____
Expiration Date _____

I hereby authorize Mendocino College to charge any transcript fees to my credit card.

Cardholder's Signature (*Required*)