

**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.

**STUDENT INFORMATION:** Please print and complete all information requested.

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 up to 15 working days for processing. The first two transcripts ever requested 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 up to 15 working days for processing. The first two transcripts ever requested are free, \$2 each thereafter. Transcripts will be held for 30 days only; unclaimed transcripts will be mailed to the address provided above.

\_\_\_ **E-TRANSCRIPT** Transcript sent electronically to participating school (see reverse for complete list). Records with coursework completed prior to 1981 are ineligible for this service. Processed within 5 working days from receipt of request. \$5 charge for each request.

\_\_\_ **HOLD FOR \_\_\_\_\_ SEMESTER GRADES.** Allow up to 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 \_\_\_\_\_ Card Identification Number (Required) \_\_\_\_\_

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

\_\_\_\_\_  
Card Holder's Signature (Required)

Electronic Transcripts may be sent to the following participating institutions:

American River College	Los Angeles City College
Bakersfield College	Los Angeles Harbor College
Butte College	Los Angeles Mission College
Cal Poly Pomona	Los Angeles Southwest College
Canada College	Los Angeles Trade-Technical College
Cerritos College	Los Angeles Valley College
Cerro Coso Community College	Los Medanos College
Chabot College	MiraCosta College
Chaffey College	Moorpark College
College of San Mateo	Moreno Valley College
College of the Sequoias	National College
Contra Costa College	Norco College
Cosumnes River College	Oxnard College
Crafton Hills College	Palomar College
CSU Bakersfield	Pierce College
CSU Channel Islands	Porterville College
CSU Chico	Riverside College
CSU Dominguez Hills	Sacramento City College
CSU East Bay	Porterville College
CSU Fresno	Riverside College
CSU Fullerton	Sacramento City College
CSU Long Beach	San Jose City College
CSU Los Angeles	San Jose State University
CSU Monterey Bay	Santa Ana College
CSU Northridge	Santa Barbara City College
CSU Sacramento	Santa Rosa Junior College
CSU San Bernardino	Santiago Canyon College
CSU San Marcos	Shasta College
Cypress College	Skyline College
Diablo Valley	Sonoma State University
East Los Angeles College	Southwestern College
El Camino College	University of California, Riverside
Evergreen College	University of California, San Diego
Folsom Lake College	University of California, Santa Barbara
Fullerton College	University of California, Santa Cruz
Glendale Community College	University of Phoenix
Hartnell College	University of Southern California
Humboldt State University	Ventura College
Lake Tahoe Community College	Victor Valley College
Lassen College	West Hills College, Coalinga
Las Positas College	West Hills College, Lemoore
	West Los Angeles College