



MENDOCINO COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

Office of Admissions and Records, 1000 Hensley Creek Road, Ukiah, CA 95482

707-468-3101 (telephone) – 707-468-3430 (fax)

Transcripts will not be furnished until all financial obligations to the college have been cleared.

STUDENT INFORMATION: Please print and complete all information requested:

LAST NAME	FIRST NAME	MIDDLE INITIAL	OTHER NAMES USED OR MAIDEN NAME
MC STUDENT I.D. OR SSN/ITIN: _____		DATE OF BIRTH: _____	
MAILING ADDRESS: _____			
PHONE NUMBER: (____) _____ DID YOU ATTEND MENDOCINO COLLEGE PRIOR TO 1981? YES/NO			
I hereby authorize Mendocino College to release my official transcript to the part identified below:			
SIGNATURE REQUIRED TO RELEASE TRANSCRIPTS			DATE

SEND _____ COPIES AS FOLLOWS:

_____ **SEND TRANSCRIPT NOW.** Will not include grades for the current semester. Allow up to 15 business days for processing. The first two (2) transcripts ever requested are free, \$3.00 each thereafter.

_____ **RUSH SERVICE.** Processed within 5 working days from receipt of request. \$6.00 charge for each copy requested.

_____ **PICK UP SERVICE.** Will not include grades for current semester; please allow up to 15 business days for processing. The first two transcripts ever requested are free, \$3.00 each thereafter. Transcripts will be held for 30 days only; unclaimed transcripts will then be mailed to the address provided above.

_____ **E-TRANSCRIPT.** Transcript sent electronically only to schools participating in E-Transcript California. Check the following site for the most current list of participating colleges: <http://etranscriptca.org/colleges-online>. Records with coursework completed prior to 1981 are ineligible for this service. Processed with 5 business days from receipt of request. \$5.00 charge for each request.

_____ **HOLD FOR _____ SEMESTER GRADES.** Allow up to 15 business days after grades are official.

_____ **HOLD FOR DEGREE/CERTIFICATE.** Allow up to 20 working days after the end of the semester.

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 one of the following and indicate the appropriate catalog year:

_____ **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 (MM/YY): _____ CID: _____

I HEREBY AUTHORIZE MENDOCINO COLLEGE TO CHARGE ANY TRANSCRIPT FEES TO MY CREDIT CARD.

Card Holder's Signature (Required)