



## MENDOCINO COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

Office of Admissions & 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	MIDDLE	OTHER NAMES USED or MAIDEN NAME
MC STUDENT I.D. or SSN/ITIN _____ DATE OF BIRTH _____			
MAILING ADDRESS _____			
NUMBER		STREET	
CITY		STATE	ZIP CODE
PHONE NO. (____) _____		DID YOU ATTEND MENDOCINO COLLEGE PRIOR TO 1981? YES ___ NO ___	
I hereby authorize Mendocino College to release my official transcript to the party identified below:			
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. Check the following site for colleges currently accepting transcripts via E-Transcript California: <http://etranscriptca.org/colleges-online>

\_\_\_ **HOLD FOR \_\_\_\_\_ SEMESTER GRADES.** Allow up to 15 working days after grades are official.

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

**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.

\_\_\_ IGEC (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*) \_\_\_\_\_