Transcript Request Form

Admissions and Records
2300 E. Gibson Rd., Woodland, CA 95776
(530) 661-5720

- Students must mail or bring in a request for transcripts to our office.
- The first two (2) transcript requests are free of charge; each additional transcript costs $5.00. Fees must accompany transcript requests. Checks are to be made payable **to YCCD**.
- If you need transcripts sent to more than one recipient, you need to fill out a separate request form for each institution/recipient.
- Documentation must be provided for name changes. If documentation is not provided, transcripts will be mailed under the CURRENT name in our system.
- Picture I.D. is required to pick up transcripts. Second or third party pick up requests over the counter must also have a Transcript Authorization Form attached.
- All processing times do not include U.S. Postal Service mailing time.

Please Print

Student ID | | | | | | | | **Birth Date:**_____/_____/_____

Student Name:_____
LAST FIRST MIDDLE

Other Name/s Used: _____ **Phone Number:**_____

Current Mailing Address:_____
STREET NAME & NUMBER/PO BOX

_____
CITY STATE ZIP

Last (approximate) semester of attendance: _____

Number of Copies:_____

Additional Documents to be sent with Transcript: ☐ **IGETC Cert (UC ONLY)** ☐ **GE Cert (CSU ONLY)**

Please send transcripts after final grades are posted for
☐ **Fall** ☐ **Spring** ☐ **Summer** ☐ **20 ____**

Please send transcripts after my degree/certificate is posted.
☐ **Degree** ☐ **Certificate**

FOR OFFICE USE ONLY

AMOUNT: _____ **RCVD BY:** _____
DATE RCVD: _____ **RCPT #:** _____

Rev. 8/11

Please send transcript to:

Name: _____

Street:_____

City, State,Zip_____

☐ **Regular processing $5**
☐ **Rush processing $10 in addition to official transcript charge (applies to official transcripts over the counter ONLY)**

Student Signature: _____ **Date:**_____