



# Transcript Request Form

Admissions and Records  
2300 E. Gibson Rd., Woodland, CA 95776  
(530) 661-5700

**Standard processing:** Student receives first **two** copies ever requested for free. Additional copies cost \$5 each. All transcripts will be mailed. Processing takes 5 working days . During registration periods, processing takes 10 working days. Available through mail or in person at the Admissions & Records office. No pickups. Payment must accompany transcript request.

**Rush processing:** For an additional \$10 transcript(s) will be processed while student waits. The \$10 rush processing fee is in addition to any fees owed for standard processing of transcripts (\$5 per transcript after the first two free transcripts). **Rush transcript processing is only available in person at the Admissions & Records office.** Rush processing is **not** available through the mail.

- ◆ Documentation must be provided for name changes. Transcripts will be mailed under the current name in our system.
- ◆ A Photo ID is required to request or process transcripts in person. Second or third party requests over the counter must also have a Transcript Authorization Form attached to the Transcript Request Form.
- ◆ All processing times do not include U.S Postal Service delivery time.
- ◆ Transcripts are not issued unless ALL outstanding obligations to the YCCD are cleared.

**PLEASE PRINT CLEARLY USING BLUE OR BLACK INK**

Student ID: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Other Name/s Used: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
City State Zip

Number of copies being requested: \_\_\_\_\_

Additional documents to be sent with transcript:  IGETC Certification (UC ONLY)  GE Certification (CSU ONLY)

Processing Options:	Please make checks payable to <b>YCCD</b>
<input type="checkbox"/> Standard processing : 5 working days (\$5 per copy after first two free for lifetime)	
<input type="checkbox"/> Rush processing: Immediate, in-person processing with \$10 rush fee in addition to standard processing fee	
<input type="checkbox"/> Send after final grades are posted for: Fall 20____ Spring 20____ Summer 20____ (\$5 per copy)	

Please mail official transcript to: \_\_\_\_\_ (A separate form is required for each address)

Name:	_____
Department/Attn:	_____
Street:	_____
City, State, Zip:	_____

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY:	Amount: _____	RCPT #: _____	Received by: _____
	Date Received: _____	Date Processed: _____	