



Transcript Request Form

East Los Angeles College
 Office of Admissions & Records
 1301 Avenida Cesar Chavez
 Monterey Park, CA 91754
 (323) 265-8801

OFFICE USE ONLY

S060/S061: _____

Amount Paid: _____

Receipt No.: _____

No Charge

CSU

IGETC

Name: _____
 Last First MI

Student ID #: _____

Address: _____
 Number Street

Date of Birth: _____

Email: _____

City State Zip

Contact Number: _____

Other Names Used: _____

Dates of Attendance: From _____ To _____

Regular Transcript (Mail Only):

Mail

Electronic – CSULA only

Regular Transcript \$3.00 per copy. If you have never requested transcripts or verifications the first 2 copies are free. Transcripts will be processed and mailed within 10 working days from the date of receipt. Additional time is required for HOLD requests.

Emergency Transcript:

Pick-up (On the spot)

Mail

Electronic – CSULA Only

Emergency Transcript \$10 per copy. If you have never requested transcripts or verifications the first 2 copies are \$7. Emergency service is not available on records prior to 1974, HOLD requests and CSU/IGETC Certification.

HOLD REQUESTS

Available only for Regular Requests

Final Grades Winter Spring Fall

Summer Session 1 or 2

Grade Change

Semester: _____ Sec#: _____

Course : _____

Old Grade: _____ New Grade: _____

Info. Change: _____

Other: _____

Please Print Institution Address.

Number of Copies

Name: _____

Att: _____

City State Zip

Please Print Institution Address.

Number of Copies

Name: _____

Att: _____

City State Zip

Student's Signature: _____ Date: _____

Released To: _____ Date: _____

FOR OFFICE USE ONLY

IGETCC Certification Completed

Certified: _____ Non-Certified: _____

Evaluator: _____ Date: _____

CSU Certification Completed

Full: _____ Partial: _____ None: _____

Areas Met: A B C D E

Evaluator: _____ Date: _____

Transcript Processed

Date: _____

No. of Transcripts: _____

A&R Assistant: _____