Transcript requests cannot be processed without photo identification. Fill out a separate request for each address and incomplete forms cannot be processed.

PLEASE TYPE OR PRINT LEGIBLY USING BLUE OR BLACK INK.

Name _____
                    Last   First   Middle

Student ID _____ and/or Social Security Number _____-_____-_____ Date of Birth _____

Address _____ City_____ State _____ Zip_____

Email address _____@_____Daytime/Cell Phone: (____)_____

Previous Names: _____

Signature _____ **Date** _____

****

SERVICE SELECTION – All fees are due when request is submitted

_____ # of Copies mailed USPS to the address below –
First two copies ever (lifetime) requested are free/$3.00 per copy (see reverse side for further explanation)

☐ Regular Processing (mailed U.S.P.S. within 7-10 business days)

☐ Emergency Processing* – Pick up at IVC in 2 business days from today

☐ Emergency Processing* - Mailed USPS in 2 business days from today
          * $5.00 additional service fee for Emergency Processing + $3.00 transcript fee if applicable.

Hold for the following (These services are not available with Emergency Processing; please attach accompanying request.)

☐ Grade Change - Course _____ Original Grade _____ Semester _____ Year _____

☐ Repeated Course - Course _____ Original Grade _____ Semester _____ Year _____

☐ Degree is Posted (allow up to 8 weeks after the semester ends) - Semester _____ Year _____

☐ General Education Certification: ☐ CSU GE Certification   ☐ IGETC - Semester _____ Year _____

PLEASE PRINT CLEARLY: You are responsible for the complete address.

Attention: _____

Institution: _____

Address: _____

City: _____ State _____ Zip _____

For Use by Office of Admissions and Records

Received by: _____ Date _____ Holds:_____ College of Record ☐ IVC ☐ SC Payment Verified by _____

Processed by: _____ Posted by/Date _____ Pick up Time _____

Transcript Information and Procedures

- Every student is entitled to receive two free transcripts or two free enrollment verifications. Once the two initial transcript or enrollment verifications or any combination of the two have been provided, every subsequent request is $3.00 each.

- Only courses completed at Irvine Valley College since Fall 1987 will appear on the IVC transcript. Copies of transcripts from other colleges, including Saddleback College, must be requested from the respective institutions.

- Students must present valid photo identification at the time the request is made and at the time the transcript is picked up. In accordance with the Family Education Rights and Privacy Act of 1974, transcripts will NOT be released to another person.

- Transcript requests are not fulfilled unless all financial obligations have been cleared.

- Full payment for transcript services must be received before services will be rendered.

- Typically, degrees are posted within 8 weeks after the end of the semester.

- Transcripts held for pick up are held for 30 calendar days. If not pick up within 30 calendar days, the student must submit a new request.

- Regular processing means the transcript will be mailed via U.S. Postal Service within 7 -10 business days. Please remember that delivery of the U.S. mail is beyond our control, so consider delivery time when placing your request.

- Emergency processing means the transcript is available for pickup or mailed first class via U.S.P.S. in two business days.

Irvine Valley College is NOT responsible for lost or misdirect mail