

# MOORPARK COLLEGE

7075 Campus Road, Moorpark, CA 93021 | (805) 378-1429

\_\_\_\_\_  
Today's Date Phone Number

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Student's Mailing Address

\_\_\_\_\_  
City State Zip

***You are responsible for providing exact mailing address. PLEASE PRINT CLEARLY.***

MAIL TO: \_\_\_\_\_

NAME \_\_\_\_\_

ATTN \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/ST/ZIP \_\_\_\_\_

***Request will not be processed if student has any outstanding fees or obligations.***

# REQUEST FOR OFFICIAL TRANSCRIPT

Complete one form for each transcript needed

\_\_\_\_\_  
Student ID or Social Security Number Date of Birth

\_\_\_\_\_  
Prior Name(s) used

Dates attended Moorpark College \_\_\_\_\_ -- \_\_\_\_\_

## Processing Instructions – CHECK ONE:

- 1. REGULAR PROCESSING (10-20 working days)  
FEE: First two free; \$3.00 each thereafter
- 2. RUSH PROCESSING: (3 – 5 working days) FEE: \$5.00 per transcript
- 3. WITH CERTIFICATION OF GENERAL EDUCATION REQUIREMENTS  
for CSU or UC. Form must be attached. FEE: \$3 No Rush Available

***If you need current semester grades included, submit the request only after you see your grades posted online***

**SIGN IN THIS BOX!** *Transcript WILL NOT be processed without student signature*

\_\_\_\_\_

Office Use Only Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_