

VENTURA COLLEGE * TRANSCRIPT REQUEST

Admissions & Records * 4667 Telegraph Rd. * Ventura, CA 93003 * (805) 654-6457

Office Use Only

\$	Paid	Social Security # _____		DOB _____	Phone # _____	Dates of Attendance _____ - _____
		Last Name _____		First Name _____	MI _____	Student's Mailing Address _____
	Date	Prior Name(s) Used _____		City _____	State _____	Zip Code _____
		Student must provide exact mailing address – <u>Please print clearly</u>		Transcripts Requested: _____ Official _____ Unofficial		
Received by	To: _____		Mail Processing: Regular <input type="checkbox"/> / Rush <input type="checkbox"/>			
	Attn: _____		Student's Special Handling Instructions Allow 4-6 weeks after the end of semester for grades to be posted on transcripts <input type="checkbox"/> Hold for current semester's grades _____ <input type="checkbox"/> Hold for IGETC <input type="checkbox"/> Hold for CSU-GE NO RUSH SERVICE AVAILABLE FOR SPECIAL HANDLING 3 WEEK PROCESSING TIME on IGETC & G.E. CERTIFICATIONS			
	Address: _____					
City/State/Zip: _____		Signature _____ Date _____				

TRANSCRIPT FEES
Regular Processing (2 weeks) = \$3.00 - Rush Processing (over the counter or mailed within 2 working days) = \$5.00