

**REQUEST FOR TRANSCRIPT** - Orders are processed within eight working days. Allow two to three weeks after the end of the semester. *Note: Transcripts are sent upon written release of the student only. A request form must be completed for each transcript desired.*

The first two (2) transcripts requested are free. After the first two have been processed, additional transcript requests will cost \$4 each. Rush processing is available for an additional \$8 per request. *(This process guarantees the transcript will be processed within 2 hours for requests in by 3 p.m., Monday through Thursday.)*

**TRANSCRIPTS ARE NOT ISSUED UNTIL ALL DEBTS TO THE COLLEGE ARE PAID**

**PLEASE COMPLETE ALL FIELDS - PRINT PLAINLY**

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

List all other names \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student ID or Social Security Number \_\_\_\_\_ Day Phone \_\_\_\_\_

Current Address \_\_\_\_\_

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

Currently Enrolled First Enrolled \_\_\_\_\_ Last Enrolled \_\_\_\_\_

# of copies requested \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Check items you wish followed:**

- Official Transcript
- Please mail transcript
- Rush Transcript (additional \$8.00)
- Will pick up transcript

**Hold For:**

- Final Semester Grades
- Academic Renewal
- Posting of Degree
- Grade Change
- Repeat Petition
- Other \_\_\_\_\_

**Transcripts sent to a CSU or UC** will also include the General Education Breadth (GEC) or Intersegmental General Education Transfer Curriculum (IGETC) certifications. *(High School Transcript Required for IGETC) Note: AP might not be accepted (See your counselor if you have any questions)*

- GEC
- IGETC
- Veterans: Check here to have military "basic training" satisfy Area E of the university's general education requirements
- Please check here to request pass along certification from other colleges for your designated transfer CSU or UC institution. All official transcripts from other colleges attended need to be submitted to BC before being certified. In addition pass along certifications require:
  - Completion of 24.0 units at BC
  - No certification will be completed for foreign institutions
  - No certification will be completed for out-of-state institutions

**Mail to:** *(Student is responsible for complete address)*

Name \_\_\_\_\_

Dept. \_\_\_\_\_

Address \_\_\_\_\_

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

**For Office Use**

Amount Due \_\_\_\_\_

Amount Paid \_\_\_\_\_

Date Mailed \_\_\_\_\_

