



# REQUEST FOR OFFICIAL TRANSCRIPT

Office of Admissions and Records, 1000 Hensley Creek Road, Ukiah, CA 95482  
707-468-3101 (telephone) • 707-468-3430 (fax) • [registration@mendocino.edu](mailto:registration@mendocino.edu)

## STUDENT INFORMATION - Please print and complete all of the following:

LAST NAME	FIRST NAME	MIDDLE INITIAL	OTHER NAMES USED OR MAIDEN NAME
MC STUDENT I.D. OR SSN/ITIN: _____		DATE OF BIRTH: _____	
MAILING ADDRESS: _____			
PHONE NUMBER: (____) _____		DID YOU ATTEND MENDOCINO COLLEGE PRIOR TO 1981? YES/NO	

**I hereby authorize Mendocino College to release my official transcript to the party identified below:**

<b>STUDENT SIGNATURE REQUIRED TO RELEASE TRANSCRIPTS</b>	<b>DATE</b>
Requests which do not include the student signature will not be processed.	

### IDENTIFY THE NUMBER OF COPIES REQUESTED FOR EACH SERVICE:

- \_\_\_\_ **SEND TRANSCRIPT.** Current semester will not be included. Please allow up to 15 working days for processing.  
The first two (2) transcripts ever requested are free, \$3.00 each thereafter. **Select One: Mail/Pick Up**
- \_\_\_\_ **RUSH SERVICE.** Processed within 5 working days; \$6.00 charge for each copy requested. **Select One: Mail/Pick Up**
- \_\_\_\_ **E-TRANSCRIPT.** Transcript sent electronically only to schools participating in E-Transcript California. Records with coursework completed prior to 1981 are ineligible for this service. Processed within 5 working days; \$5.00 charge for each request.
- \_\_\_\_ **HOLD FOR \_\_\_\_\_ SEMESTER GRADES.** \_\_\_\_\_ **HOLD FOR POSTING OF DEGREE/CERTIFICATE.**
- Allow up to 20 working days after the end of the semester for these services. Regular processing fees (\$3 per copy) apply.

### GENERAL EDUCATION CERTIFICATION REQUEST:

If you have completed at least **12 units** at Mendocino College and wish your General Education courses to be certified to a California State University (CSU) or University of California (UC) campus, please select one of the following and the appropriate catalog year:

\_\_\_\_ **IGETC (CSU OR UC)**      \_\_\_\_ **GENERAL EDUCATION (CSU only)**      \_\_\_\_ **CATALOG YEAR**

Students enrolled Fall 2019 (and later) that have completed *all* requirements for either the CSU or UC Intersegmental General Education Transfer Curriculum (IGETC) or California State University (CSU) General Education will be automatically awarded the Certificate of Achievement – IGETC or Certificate of Achievement – CSU GE Breadth as appropriate. The certificate will be posted to the official record and documented on the official transcript. Please check below if you wish to receive a printed certificate of achievement. This form may not be used to request replacement certificates or diplomas.

**Please send me a printed certificate:** \_\_\_\_\_      **I am not interested in receiving a printed certificate:** \_\_\_\_\_

SEND TO:
ATTN:
ADDRESS:
CITY/STATE/ZIP:

### STUDENT CREDIT CARD AUTHORIZATION: Circle One: VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS

CARD#: \_\_\_\_\_      Expiration Date (MM/YY): \_\_\_\_\_      **CID:** \_\_\_\_\_

**I HEREBY AUTHORIZE MENDOCINO COLLEGE TO CHARGE ANY TRANSCRIPT FEES TO MY CREDIT CARD.**

*Card Holder's Signature Required*