



Transcript Request Form

Admissions and Records

15880 Dam Rd. Ext

Clearlake, Ca 95422

(707) 995-7900

Fax (707) 994-3553

email: cswanson@yccd.edu

Students may mail or bring in a request to our office

Mail service may take up to 5-7 business days

PLEASE PRINT

Student ID

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NAME

LAST

FIRST

MIDDLE

MAIDEN NAME

CURRENT ADDRESS

STREET

CITY

STATE

ZIP

PHONE

BIRTH

NUMBER

DATE

EMAIL

Last Semester of Attendance

STUDENT SIGNATURE

DATE

SEND TO:

NAME

NO. OF COPIES TO BE SENT

STREET

CITY, STATE, ZIP

***First two (lifetime) are free**

Send after final grades are posted

Mail or Bring in request \$5.00

Hold for degree/certificate to be posted

Unofficial, over the counter request \$5.00

IGETC Cert (UC ONLY)

Rush Fee/Official, over the counter additional fee \$10.00

GE Cert (CSU ONLY)

* We do not fax transcripts

OPTIONAL RELEASE STATEMENT: Required if someone other than yourself is picking up your transcript

I _____ authorize Yuba College to release my transcripts to

(Student Name)

(Person/Company/Agency)

Student Signature

Date

Note: Party picking up transcript must present photo ID

FOR OFFICE USE ONLY

AMOUNT: _____ RCVD BY: _____

DATE RCVD: _____ RCPT #: _____