

Faxed requests are not accepted

TRANSCRIPT REQUEST FORM
(Use IGETC/CSUGE form when requesting certification)

Processing Types and Fees

- ❖ The \$5 fee from first 2 transcripts ever ordered is waived.
- ❖ Standard processing – mailed within 7-10 business days. \$5 per transcript. Available through Insite-WebAdvisor, mail or in person at Admissions. No pickups.
- ❖ Rush processing - 24 hours. \$5 plus an additional \$10 rush processing fee. Only available through Insite-WebAdvisor, mail or in person at Admissions. No Rush faxed requests accepted.
- ❖ Express processing - 1 hour. \$5 plus an additional \$25 express processing fee. Only available in person at Admissions, at least one hour before close. No Express faxed requests accepted.

Transcript fees may be paid with cash, check, money-order, MasterCard or Visa. If you are paying with credit card, please ensure the card number and expiration date are written clearly on this form. For mailed requests, provide payment information; we will verify your transcript history and charge only if applicable. Do not mail cash. Transcript request orders will not be refunded.

- ❖ This form is for *standard* and *rush* requests via mail only; faxed requests not accepted.
- ❖ You may order and check transcript status on Insite-WebAdvisor, under Academic Services.
- ❖ Requests will not be processed without student signature.
- ❖ All district debt, including fees for the current term, must be paid in full prior to submitting requests.
- ❖ Before requesting official transcripts with current grades, verify your grades are recorded online through Insite-WebAdvisor. We do not hold transcript requests for grades or degree.

Student Information					
Student ID or Social Security Number:			Approximate Dates of Attendance From: _____ To: _____		
Print Name:					
Other Names used at DVC					
Phone Number:		Birthdate:		Email:	
Student Address Street City, State, Zip Code					
Request Details					
Number of Copies		Payment:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Type:	<input type="checkbox"/> Standard <input type="checkbox"/> Rush
			<input type="checkbox"/> Check <input type="checkbox"/> Money Order		
Credit Card Number		Expiration Date:			
Mail To	Name				
	Department				
	Street				
	City, State, Zip Code				
Student Signature				Date:	

For Office Use Only		
Recvd By:	Date:	
Processed By:	Date:	Paid: