

## TRANSCRIPT REQUEST FORM

Transcript fees\* may be paid by cash, check, money order, MasterCard or Visa. **Faxed requests must be paid for with a credit card.** If you are paying by credit card, please ensure the credit card number and expiration date are written clearly on this form. Admissions charges \$5 each for normal processing (7-10 business days) and \$10 each for rush processing (within 24 hours). **All rush requests are processed within 24 hours.**

\*The first two non-rush requests as of 2003 are free.

Your request will not be processed without payment or student signature. Do not mail cash. **All outstanding college debt must be paid in full prior to submitting requests.**

Print Name:							
Other names used at DVC:							
Address: Street, City, State, Zip							
Email:				Phone#			
SSN or Student ID:		Birthdate:		Dates of Attendance:		Fr:	To:
Number of Copies:		Select Processing Type:		<input type="checkbox"/> Regular Processing 7-10 Business Days	<input type="checkbox"/> End of Current Semester Grades	<input type="checkbox"/> Rush within 24 hours	
Select Method of Payment:		<input type="checkbox"/> Check	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Money Order		
Credit Card#				Expiration Date:			
Mail To: Name Street, City, State, Zip							
Student Signature:						Date:	

For Office Use Only		
Recvd By:	Date:	
Rush:	Time Recvd:	
Processed by:	Date:	Paid: