

Faxed requests are not accepted

TRANSCRIPT REQUEST FORM

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/next business day. Orders must be placed before 3:00 pm. \$5 plus an additional \$10 rush processing fee. Only available through Insite-WebAdvisor, mail or in person at Admissions. Transcripts must be ordered before 3:00pm for 24 hour/next business day service.
- ❖ 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 faxed or emailed requests are accepted.

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

- ❖ This form is for standard and rush requests via mail only; faxed requests not accepted.
- ❖ You may check transcript status on Insite-WebAdvisor, under Academic Services.
- ❖ Your request will not be processed without a student signature.
- ❖ All outstanding district debt, including the current term fees, must be paid in full prior to submitting requests.
- ❖ We do not hold transcript requests for grades. Verify your grades have been posted though Insite-WebAdvisor before requesting transcripts.

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

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