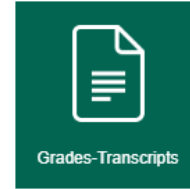
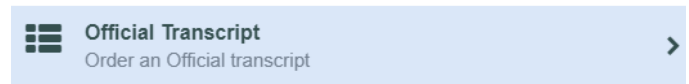


How Do I Request an Official Transcript?

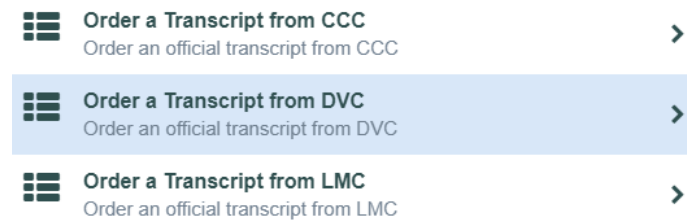
1. Go to <http://m.4cd.edu> (or the InSite app) and sign in using your username and password.



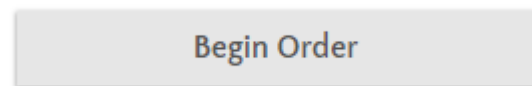
2. Click on the “Grades-Transcripts” tile, and then on “Official Transcript”.



3. Select which campus you would like to order a transcript from.



4. CAREFULLY read the information on the following page. This is important information regarding the transcript ordering process, and pricing. Once you are ready to proceed, select “Begin Order”.



5. Complete the student information and contact information sections. Continue to the next page.

Student Information

Please complete any missing fields below. If any of the pre-populated information is incorrect, please make changes Admissions and Records.

Information needed to locate your records

Student ID

Attended From Year *Required

Attended To Year *Required

Birth Date *Required

Enter names as they exist in the school records
If you would like to update your mailing address please contact the Registrar's Office.

First Name *Required

Middle Name

Last Name *Required

Suffix Jr, Sr, etc.

Other Last Names

How Do I Request an Official Transcript?

6. Select your desired speed of delivery. When ordering online, you have the option of standard or rush processing. Express transcripts must be requested in person, and have an additional fee.

7. Select your primary reason for ordering and continue on to the next page. *Note: Check the box if you attended DVC before 1999.*

8. Choose your recipient type. You can have transcripts mailed directly to the college of your choice, or to your home address.

9. On the summary page, review and verify that all information is correct.

10. If you need to pay for your transcript request, enter your credit card information on the next screen, submit your request, and print a receipt.

Please choose a service for this order

Regular Request – Deliver to Recipient
\$7.50 per copy
Allow 7-10 business day for processing after order has been authorized

Rush Request – Deliver to Recipient
\$17.50 per copy
Allow 24 business hours for processing after order has been authorized. Order must be submitted by 3:00pm

Rush Request – Pickup
\$17.50 per copy
Allow 24 business hours for processing after order has been authorized. Order must be submitted by 3:00pm

Special Order Condition(s)

Title 5 of the California Code of Regulations provides that a student may receive two copies of his/her academic transcripts free of charge. Our records indicate that you have previously received all of the free transcripts to which you were entitled.

Tell us when to release your transcript(s)

Send Now

Other information required by Diablo Valley College

Primary Reason for Ordering *Required

Additional Information:

I attended prior to 1999

Please choose a type of recipient

Search our Recipient Table
Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

Myself

Select an Application Service
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

Direct Access Code Lookup
Choose this option if you were provided with a "Direct Access Code" by your recipient.

Enter Recipient Manually

Go to Payment