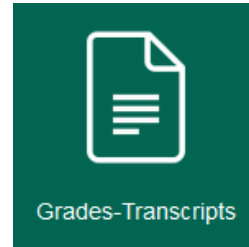


# How Do I Request an Official Transcript?

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 Request”.
3. **CAREFULLY** read the information on the next page. This is important information regarding the transcript ordering process, and pricing for transcripts.
4. Fill in the request. You can have transcripts mailed directly to the college of your choice, or to your own address. When ordering online, you can only select standard or rush processing. Express transcripts must be requested in person, and have an additional fee. *Note: Check the box if you attended DVC before 1999.*
5. 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.



Official transcript request  
Order official transcript

\* = Required

Choose One\* College for this Transcript Request

<input type="radio"/>	Contra Costa College
<input type="radio"/>	Diablo Valley College
<input type="radio"/>	Los Medanos College

I attended the college prior to 1999

Mail Transcript To (Example: UC Berkeley)\*

Attn

Mail To Address\*

City\*

State

ZIP\*

Country

Copies to be sent\*

Processing

S Standard Mail

SUBMIT