

TRANSCRIPT REQUEST

UPDATED INFORMATION, AS OF JUNE 6, 2003

Student Information - Please type or print clearly

Last	First	Middle
Number	Street	Apt#
City	State	Zip Code
Social Security #	Birth Date	Telephone#

PLEASE PRINT CLEARLY

Mail _____
to: _____

Students Signature: _____

If paying by Credit Card:

Card Number: _____ Exp. _____

Card Type: VISA Mastercard Discover

Card holder name: _____

Signature: _____ Date _____

Please Read Transcript Policies Listed Here

Routine Request

1) Student receives first two copies ever requested free. Additional copies cost \$4 each. All transcripts will be mailed. Processing takes approximately 10-15 working days depending upon the time of year. STUDENTS SIGNATURE is REQUIRED*.

Immediate Request

1) Transcript will be processed while student waits at \$14 for each copy. A Photo ID is REQUIRED. Transcripts will be given to students in envelopes suitable for mailing if desired. No free copies. FAX requests are accepted. STUDENTS SIGNATURE is REQUIRED* with credit card information to charge fee. FAX # 650 949-7048.

2) Transcripts are NOT issued unless ALL outstanding obligations to Foothill College are cleared.

3) **Work-in-Progress** will include currently enrolled classes.

4) **End-of-Quarter** request is accepted ONLY DURING FINALS WEEK OR LATER.

Please Read Transcript Policies Listed Below

For Office Use Only

148 408 1T2

Date: _____

Amount Paid: _____

Balance Due: _____

Received By: _____

Date Sent: _____

of Copies Requested _____

Information Needed - Click or Mark

- All Prior work at Foothill College
- All Prior work at Foothill College and work in progress
- IGETC Certificate - UC/CSU*
- G.E. Certificate - CSU Only
- (*sent under separate cover)

Type of Service: (see description of services below)

- Immediate (in office while you wait)
- Routine (approximately 10-15 working days)
- After current quarter grades are posted for:
 - Fall Winter Spring Summer
 - (check current quarter)

Are you currently enrolled? Yes No

Date of attendance (quarter/year): first _____ last _____

5) Only Foothill College grades are issued. Grades from other schools MUST be ordered from original school..

6) Use a separate form to designate different recipients. Multiple transcripts to be sent to the same recipient may be shown on a single form.

7) *In accordance with the Federal Education Rights and Privacy Act of 1974, student written authorization is REQUIRED to release ANY information, no matter what the students AGE.

Admission and Registration Fax: (650) 949-7048