



TRANSCRIPT REQUEST FORM

Office of Admissions, Records, and Enrollment Services
Saddleback College · 28000 Marguerite Parkway ·
Mission Viejo · CA 92692-3635 · (949) 582-4555

Transcript Information and Policies

- Each student is entitled to receive two transcripts or two verifications at no cost. After the initial two transcripts or verifications have been requested, each additional request is \$3.00. The attached Transcript Request Form may be submitted in-person or by mail.
- Transcripts may be ordered online at www.credentials-inc.com. This is the quickest way to receive a transcript; however, the online request system cannot accommodate the two free transcripts.
- Official final grades for all classes are available on transcripts approximately 2-3 weeks following the end of the semester. This processing time also applies to those classes that ended midway or prior to the end of the semester.
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- Only coursework taken at Saddleback College will be included on the transcript. Copies of transcripts from other colleges, including Irvine Valley College, must be requested from the respective institutions.
- Transcript requests will be processed within five working days for normal processing; however, during peak periods there may be some delay.
- Transcript requests will be processed on an emergency basis within 24 hours; however, during peak periods 48 hours may be required.
- No transcripts will be sent until all financial obligations have been met, including fines and fees.
- Transcripts ordered for pickup at Saddleback College will be held for only 30 days. After that time, students are required to submit a new request with payment.
- Saddleback College is not responsible for lost or misdirected mail.
- In accordance with the Family Education Rights and Privacy Act of 1974, the college will not release records to a third party. Only students themselves may personally order or pick up a transcript.



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 Mission Viejo - CA 92692-3635 - (949) 582-4555

Office Use Only	
Fines/Holds: _____	
Previously ordered: _____	Rec'd by: _____

STUDENT INFORMATION

1. Student ID Number	2. Social Security Number	3. Date of Birth
4. Student's Name – Last, First, MI		5. Other Names Used
6. Mailing Address: Street		7. Telephone Number
City, State, Zip Code		()

TRANSCRIPT PROCESSING INFORMATION

8. Number of Copies	9. Type of Processing	10. Transcript to be:
_____	<input type="checkbox"/> Regular processing - \$3.00/copy (Approx. 5 working days) <i>The first two requests for transcripts or verifications are free.</i> <input type="checkbox"/> Emergency processing – \$5.00/copy in addition to \$3.00 fee. <i>(Emergency requests are processed within 24 business hours of the request; however, during peak periods, 48 hours is required.)</i>	<i>(Please check one)</i> <input type="checkbox"/> Picked Up <input type="checkbox"/> Mailed

Please note this section.

11. Hold request form until: <input type="checkbox"/> End of term grades are posted to transcripts (approx. 2 weeks after end of the term, not including holiday breaks) <i>Term holding for: _____</i> Emergency processing is not available for the following: <input type="checkbox"/> Grade Change is posted o Course _____ Original Grade _____ <input type="checkbox"/> Course Repetition is posted o Course _____ Original Grade _____ <input type="checkbox"/> Assessment of Prior Learning (APL) is posted <i>Please note: Additional petition forms are required for the following services:</i> <input type="checkbox"/> AA/AS Degree is posted My petition is on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate is posted My petition is on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occupational Skills Award is awarded: My petition is on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> CSU GEC (General Education Certification) is posted. My petition is on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> IGETC (Intersegmental General Education Transfer Curr.) is posted. a) Have you filed a petition for IGETC evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No b) Is this your last community college attended? <input type="checkbox"/> Yes <input type="checkbox"/> No c) If you are using High School and/or other college transcripts, list schools below: (Note: all transcripts must be on file in our office.) 1) _____ 2) _____ 3) _____ 4) _____	12. Mailing address for transcript (if different from above) <i>Please print legibly</i> _____ _____ _____ _____ 13. Please sign your full name to authorize release of the transcript. _____ Student's Signature Date <hr/> 14. Method of Payment for mailed requests: <i>If you are mailing in your request, please provide credit card information or a check (no cash).</i> _____ Credit Card No. _____ Expiration date: _____ CVCC
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For Office Use Only	
By: _____	<input type="checkbox"/> Cash Amt.
<input type="checkbox"/> Check Amt.	<input type="checkbox"/> Credit on Acct. Amt.

Signature: (At time of pickup)	
Pick up Date:	Office By: _____