Your first two transcripts are free. Each subsequent transcript is $5/copy. An additional rush fee is charged at $5/copy for next day processing. You may fax the completed form to (714) 241-6365, scan/email to CCCTranscripts@coastline.edu, or mail completed forms to: Coastline Community College, Attn: Transcript Request, 11460 Warner Avenue, Fountain Valley, CA 92708.

RESET

OFFICIAL TRANSCRIPT REQUEST

1. NAME –*Please Print*

Last First Middle

2. OTHER NAMES USED

3. CCCD Student ID# (if known)

4. ADDRESS

Number and Street Apt # (if applicable)

City State Zip Code

5. BIRTHDATE

/ /

Month Day Year

6. SOCIAL SECURITY

- -

7. PHONE NUMBER

( )

8. LAST YEAR ATTENDED (Approximately)

Semester Year

9. STUDENT SIGNATURE

SIGNATURE REQUIRED TO AUTHORIZE RELEASE OF RECORDS

10. TODAY'S DATE

/ /

Month Day Year

11. NUMBER OF COPIES

1

12. SEND OFFICIAL TRANSCRIPTS (First two free, $5 per copy)

☐ REGULAR – allow 10 business days to process

☐ RUSH – processed next business day; additional $5 per copy

☐ WITH FINAL GRADES: Semester:_____ Year:_____
Final grades are posted 2-3 weeks after the end of the semester

☐ With GENERAL EDUCATION CERTIFICATION or IGETC
(Complete Box 14)

13. HOLD FOR CHANGES *(Changes will delay processing)*

Check ONLY if you have applied for these changes

☐ Academic Renewal
Semester & Year: _____

☐ Grade Change
Semester& Year: _____

☐ Degree/Certificate Posting (May take up to one month after graduation)

☐ Repeat/Delete
Please list course(s): _____

14. GENERAL EDUCATION CERTIFICATION

Coastline Community College will only certify once. This service is used only when you are ready to transfer to a participating four year university.

☐ CSU – General Education Certification
Note: A minimum of 12 units completed satisfactorily at Coastline required.

☐ IGETC – Intersegmental General Education Transfer Core
Note: Coastline must be your last college attended.

Complete for IGETC or CSU Certification

1. Is Coastline your last college attended? ☐ No ☐ Yes
2. Are you using high school records to fulfill IGETC requirements?
   ☐ No ☐ Yes – must have official transcripts on file
3. Have you attended other colleges or universities? ☐ No ☐ Yes
   If Yes, please list: _____

OFFICIAL transcripts from other institutions must be on file.

15. STUDENT TYPE

☐ GENERAL
☐ MILITARY – Please indicate branch/program: _____
☐ OTHER: _____

MAIL TO:

METHOD OF PAYMENT

☐ Visa ☐ MasterCard ☐ Discover

Credit Card Number: _____ _____ _____ _____

Expiration Date: _____ / _____
Month Year

Authorizing Signature: _____

Date: _____