

FOR OFFICE USE ONLY:

ADSU <input type="checkbox"/>	UTEC <input type="checkbox"/>	<input type="checkbox"/> 1 ST <input type="checkbox"/> 2 ND	RET'ND FOR _____
ARAI <input type="checkbox"/>	ASPR <input type="checkbox"/>		_____
PERC <input type="checkbox"/>	Sent: _____	<input type="checkbox"/> PINK CARD DATE: _____	_____

Columbia College – Transcript Request Form for Free Copies

Please allow **10 working days** for processing.

DOES NOT INCLUDE MAILING TIME/US POSTAL SERVICE PROCESSING TIME

• E-MAIL REQUESTS WILL NOT BE ACCEPTED •

Complete and sign the form and mail or fax.

• (209) 588-5337 Fax • 11600 Columbia College Dr, Sonora Ca 95370 •

➔ Please Note: Request will not be processed without the student's signature. ⬅

Today's Date: _____ Student ID or SSN: _____ Birth Date: _____

Name: _____ Prior Name: _____
Last First Middle Initial

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

➔ Signature: _____

(Request will not be processed without your signature)

• YOUR SIGNATURE SIGNIFIES THAT YOU HAVE READ THIS FORM & UNDERSTAND THE TERMS OF YOUR REQUEST. •

Check the box if you'd like to pick-up your transcripts

SEND TRANSCRIPT TO: _____

Address: _____ **Number of Copies:** _____

City: _____ State: _____ Zip Code: _____

Transcript Options:

- 1) First 2 copies free, lifetime. If requesting transcripts and you do **not** qualify for FREE copies, you will be contacted and directed to the National Student Clearinghouse to submit request and pay applicable fees.
- 2) Rush Service (48-hour processing) is **not available** with free copies. Rush service **must** be requested using the National Student Clearinghouse website. Visit the Columbia College Admissions and Records website for more information. www.gocolumbia.edu/ar

Delivery method:

Please allow 10 working days for our processing.

THIS DOES NOT INCLUDE THE US POSTAL SERVICE MAILING/HANDLING TIME.

SEND

PICK UP in the Admissions & Records Office with photo ID. (unclaimed transcripts will be shredded after 30 days).

Check appropriate boxes – Leave blank if none apply:

Are you using this transcript to transfer to California State University or University of California? If 'NO,' certification is not needed.

- **Certifications are NOT required when transferring to a community college, out of state or private college/university.**
- Indicate which certification you require, if any:

General Education Certification – **California State University campuses only**

IGETC Certification - **University of California or California State University campuses only**

If any fees are applicable, you must request your transcripts using the National Student Clearinghouse website. More information is available on the Columbia College Admissions and Records website at www.gocolumbia.edu/ar