

☛ **PLEASE READ BEFORE FILLING OUT THE
TRANSCRIPT REQUEST FORM**

Golden West College

Official Transcript Policy

Transcripts will be withheld for any college debts.

FEES

The first two transcripts **EVER** requested are free. Subsequent transcripts are issued at at cost of \$3.00 per copy. For a **RUSH** transcript there is an additional \$5.00 per copy.

FINAL TRANSCRIPTS TO SHOW SEMESTER GRADES

1. Requests will be accepted two weeks or less prior to the end of the semester.
2. Transcripts will be issued within 20 working days from the close of the semester or session.

OFFICIAL TRANSCRIPTS

1. Transcripts sent from Golden West College to another college are considered to be official. Personal or hand carry copies are official until envelope is opened and will be stamped "Issued to Student..."
2. No partial transcripts will be issued.
3. In accordance with the Family Educational Rights and Privacy Act of 1974, records may not be released to a third party without the written authorization of the student.

OTHER COLLEGE TRANSCRIPTS

Only course work taken at Golden West College will be shown on the transcript. Copies of transcripts from other colleges must be requested from each institution.

OFFICIAL TRANSCRIPT REQUEST

1. NAME - PLEASE PRINT

Last _____ First _____ Middle _____

2. OTHER NAMES USED

**3. GWC OLD ID#
(Prior to 1989)**

4. ADDRESS

Number and Street _____ Apt. No. _____

City, State _____ Zip Code _____

5. BIRTH DATE

____ - ____ - ____
Mo. Day Yr.

6. SOCIAL SECURITY #

____ - ____ - ____

7. PHONE NO.

(____) _____
Area Code

8. FIRST YEAR ATTENDED

(Approximately)
Sem. _____ Yr. _____

9. STUDENT'S SIGNATURE

Signature Authorizes Release of Records

10. TODAY'S DATE

11. # OF COPIES

**If RUSH
Check Box**

12. SEND TRANSCRIPTS:

NOW (Allow 5 working days) – \$3.00 per copy **HAND CARRY**

WITH Final Grades, Semester _____ \$3.00 per copy
(accepted two weeks or less prior to the end of the semester)

RUSH - \$5.00 additional charge per copy

With Gen.Ed. Certification or IGETC, (Complete #14)

14. GENERAL EDUCATION CERTIFICATION

This service is available only when transcript is being sent to a participating 4 year university.

CSU - General Education Certificate

IGETC (Intersegmental General Education Transfer Core)

COMPLETE FOR IGETC OR CSU GEC

1. Is this your last community college attended? ____ Yes ____ No
2. Are you using high school records to fulfill IGETC requirements? ____ Yes* ____ No
3. Have you attended other colleges/universities? ____ Yes* ____ No

If yes, list all other colleges/universities attended:

*Official transcript must be on file at Golden West College

13. HOLD FOR CHANGES: (Changes will delay mailing)

Academic Renewal _____ AA Posting _____

Grade Change: _____ Repeat/Delete _____

Semester _____ Year _____

Course No and Title _____

STUDENT IS RESPONSIBLE FOR COMPLETE MAILING ADDRESS. PLEASE PRINT LEGIBLY FOR USE IN WINDOW ENVELOPE. DO NOT ABBREVIATE SCHOOL NAMES.

OFFICE USE ONLY

DATE: _____ BY: _____

ID: _____ PAID: _____

COMMENTS:

MAIL TO: