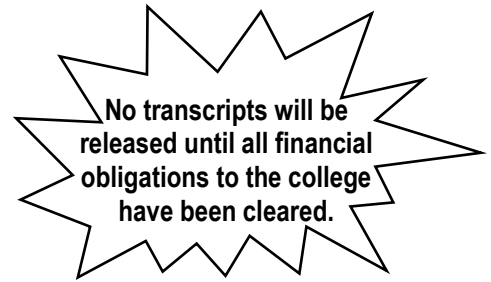




Official Transcript Request Form

Cabrillo College Office of Admissions & Records
6500 Soquel Dr. Aptos CA 95003
Phone: (831) 479-6201 Fax: (831) 477-5684
www.cabrillo.edu



NAME: _____
LAST FIRST MIDDLE

LIST ALL PREVIOUS NAMES: _____ YEAR OF FIRST ATTENDANCE: _____

ADDRESS: _____ PHONE: _____
STREET APT.

DATE OF BIRTH: _____
CITY STATE ZIP CODE

CABRILLO COLLEGE STUDENT ID#: _____ SOCIAL SECURITY #: _____

SIGNATURE: _____ DATE: _____
(SIGNATURE REQUIRED TO RELEASE TRANSCRIPTS)

Yes, please update my student account with the contact information I have provided above.

INSTRUCTIONS

1. No transcripts will be released until all financial obligations to the college have been cleared.
2. The first two "regular" transcripts ever issued are free, after that they are \$3.00 per copy. All "old records", transcripts that include work completed at Cabrillo prior to 1983, cost \$3.00.
3. The student is responsible for the complete mailing address. Only one address per form.
4. Transcripts include only courses completed, or in progress, at Cabrillo College.
5. Rush transcripts are not available during peak Admissions & Records periods. Please visit our website for more information. www.cabrillo.edu/services/ar/transcripts.html
6. If you need an IGETC or CSU GEN ED certification, please use the IGETC/CSU GEN ED Certification Official Transcript Request Form.

MAIL TRANSCRIPTS TO:

SCHOOL NAME:
ATTENTION:
ADDRESS:
CITY/STATE/ZIP CODE:

Credit Card Authorization

- I authorize Cabrillo College to charge transcript fees to my credit card.
Circle One: Visa Mastercard

Card Number: _____ Exp. Date: _____

Signature (Required): _____ Date: _____

OPTIONS

NUMBER OF TRANSCRIPTS REQUESTED _____

- I want my transcripts mailed to the address I have provided in the box above.
 I will pick up my transcripts at Cabrillo College (Photo ID required at time of pick up).

Send Transcripts

- Now
 Hold for final grades: _____ / _____
Semester Year
 Hold for other: _____
(grade change, degree, etc.)

Processing Times

- Regular: 10 business days
 Five Day Rush: 5 business days; Additional \$7:00 Fee
 Two Day Rush: 2 business days; Additional \$14.00 Fee
 Same Day Rush: Processed same day; Additional \$35.00 Fee
 Optional FedEx Over-Night Shipping: Additional \$14.00 Fee
This option is in addition to the processing times listed above. A physical address is required; no P.O. Boxes accepted. Requests for FedEx service must be received by 12:00 PM.

FOR OFFICE USE ONLY

Transcript Fees: _____	Check: _____	ARAI Screen: _____
Rush Fees: _____	Credit Card: _____	Received By: _____
FedEx Fees: _____	_____	Completed By: _____
Total: _____	_____	Date Mailed: _____