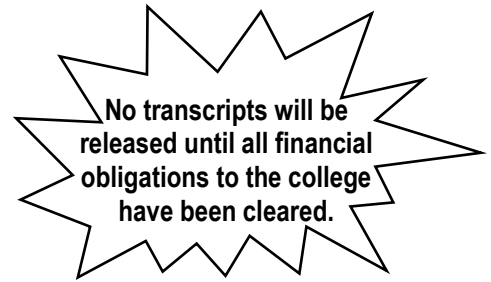




Official Transcript Request Form

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: _____ YEARS OF ATTENDANCE: _____ to _____

ADDRESS: _____ PHONE: _____
STREET APT.

DATE OF BIRTH: _____
CITY STATE ZIP CODE

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

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

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

Check here if you attended Cabrillo College prior to 1983.

MAIL TRANSCRIPTS TO: (Max 30 Characters Per Line)

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

INSTRUCTIONS

- No transcripts will be released until all financial obligations to the college have been cleared.
- 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.
- The student is responsible for the complete mailing address. Only one address per form.
- Transcripts include only courses completed, or in progress, at Cabrillo College.
- Rush transcripts are not available during peak Admissions & Records periods. Please visit our website for more information. www.cabrillo.edu/services/ar/transcripts.html
- If you need an IGETC or CSU GEN ED certification, please use the IGETC/CSU GEN ED Certification Official Transcript Request Form.

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

Sorry. No rushes available on records that include work prior to 1983.

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: _____