



This is a request form for Official Transcripts from Cuyamaca College. **This transcript will reflect your Cuyamaca College and Grossmont College course work.**

Request an Official Transcript

Student Information

Full Name: _____
Last First M.I.

Student ID or SSN: _____ Birth Date: _____
(Use only the last four digits of your SSN)

Address: _____
Street City State Zip

Phone Number: () - _____ Email: _____

Payment Information

Amount Enclosed: \$ _____

Payment Method: Credit Card Check

Credit Card #: _____

Authorization/CSC Security Code: _____
3-digit code on back of card; AMEX cards: 4-digit code on front

Expiration Date: _____

What does it cost?

- *Regular Processing* (5 Business Days + Shipping Time) the first two "regular" official transcripts are free. Additional "regular" transcripts are \$3.00 each.
- *Rush Processing* (48 hours processing time; shipping time not included) "Rush" official transcripts are \$5.00 each. Transcripts are mailed through usps at the standard rate (Shipping time may take 2 to 9 business days).

Payment Options
 Your check or money order should be made out to Cuyamaca College. MasterCard, Visa, American Express and Discover credit cards may also be used.

Transcript Information

Send: **Send Now (5 business day processing time)** **Hold after final grades are recorded for:**
(Approximately 3 weeks after the end of the semester)

Copies: Fall Spring Intersession Spring Summer

Options: "Rush" processing (48 hours processing, 2-9 days shipping) Hold for pickup Send to SDSU electronically Send in separate envelopes (For multiple copies)

Note: All transcripts released to students are stamped ISSUED TO STUDENT

X

Signature (REQUIRED)

Date

The completed form should be faxed to (619) 660-4575 or mailed to:

Cuyamaca College
ATTN: Transcript Clerk
900 Rancho San Diego Parkway
El Cajon, CA 92019

Mailing Address (Please Print/Type)

Student is responsible for complete mailing address

Institution/Company/Organization/Name

Street Address Apt/Suite #

City State Zip Code

FOR OFFICE USE ONLY

Fee Paid: _____
 BY: _____ Date: _____
 Date Sent: _____