

Transcript Request Form for Contra Costa College

The fees for official transcripts are payable in advance as follows:

- **Standard:** Mailed in 7-10 business days: 1st two transcripts are free¹, then \$5.00 per transcript
- **Rush:** Next business day pick up or sent by standard mail: Standard \$5.00 fee plus a \$10.00 rush service fee (no free transcripts; request must be received by 3 pm)
- **Overnight:** Via USPS Priority Mail sent next business day: Rush fees plus an additional \$19.50

Transcript fees can be paid with a check, money order, Visa or MC. Faxed transcript requests can only be paid with Visa or MC. You must pay all outstanding debts to the college prior to the release of your transcripts.

¹ Students may receive 2 free transcripts across the district (i.e. 1 at CCC and 1 at DVC equals 2).

Request Options (Check all that apply):

- Standard Service Rush Service Overnight Service – USPS Priority Mail
 Hold for Final Grades Hold for Degree Hold for Grade Change: Course _____ Term/Year _____

NOTE: RUSH SERVICE IS NOT AVAILABLE FOR CSU-GE, IGETC, OR UC-IGETC. Processing time is 10-15 working days.

- CSU – GE CSU-IGETC UC - IGETC

Name: Last First Middle Maiden/Previous

Current Address: Street City State Zip

Phone Number: () _____ Date of Birth: / / Student ID or SSN:

Attended CCC: From: Term, Year To: Term, Year

SEND TRANSCRIPTS TO (IMPORTANT NOTE: It is your responsibility to ensure an accurate delivery address):

Name: _____
Dept: _____
Street: _____
City/State/Zip: _____

No. of Copies to be sent

FAXED TRANSCRIPT REQUESTS MUST INCLUDE PAYMENT INFORMATION FOR MASTERCARD OR VISA:

MC/VS # Exp Date: Billing Zip Code:

Contra Costa College will not release transcripts to other institutions or charge your Credit Card without your signature:

SIGNATURE _____
DATE