



IGETC/CSUGE CERTIFICATION REQUEST

(Certifications must be accompanied by an Official Transcript. IGETC/CSUGE certification requests will be processed in 10 business days).

Name _____		Student ID _____
Email _____	Phone # _____	Birthdate _____

Are you currently enrolled in IGETC/CSUGE courses? ☐ Yes ☐ No – If so, which term? ☐ Spring ☐ Summer ☐ Fall
In Progress requests are sent within 4 business weeks after end of term.

Will course work from another college be used? ☐ Yes ☐ No
Please ensure transcripts are on file.

For IGETC certification to a UC, was your foreign language requirement completed in high school?
Please ensure transcripts are on file. ☐ Yes ☐ No

Are you applying AP Test scores? ☐ Yes ☐ No
Please ensure official scores are submitted.

Are you requesting partial certification? **(See note below.)** ☐ Yes ☐ No
 If **yes**, do you give authorization for the release of a partial certification? ☐ Yes ☐ No
 If **yes**, please **sign** _____

Select One:

- ☐ IGETC
☐ CSUGE

Home Address _____ _____ _____ _____	University Address _____ _____ _____ _____
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NOTE: IGETC & Partial IGETC certifications should be submitted to A&R upon the request of your transfer institution. Consult with a counselor to determine limitations of a partial IGETC to your transfer institution. **CCC will not re-certify a partial certification.** It is the responsibility of the transfer institution to complete the partial certification no later than one year after transfer. If you transfer in fall the missing requirements must be completed by summer or you may be subject to additional requirements.

TRANSCRIPT REQUEST FORM

Name _____	Student ID _____
Other Names Used at District _____	Birthdate <u>See above</u> _____
Student Address _____	Phone# <u>See above</u> _____
City, St. Zip _____	Email <u>See above</u> _____

Dates Attended: From: _____ To: _____

Number of Copies: 1

Check One: \$5 fee from 1st two transcripts ever ordered is waived
☐ 7-10 business days, **Regular Mail** request. \$5 fee
☐ ~~24 hours. **Rush Mail** request. \$5 plus \$10 processing fee~~
☐ ~~24 hours. **Rush Pickup** request. \$5 plus \$10 processing fee~~
☐ ~~1 hour. ***Express Pickup** request. \$5 plus \$25 processing fee~~
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Mail to: University address above

Signature _____ Date _____

**VIEW YOUR TRANSCRIPT STATUS IN WEBADVISOR, UNDER ACADEMIC SERVICES
 REQUESTS WILL NOT BE PROCESSED IF THERE ARE ANY OUTSTANDING DEBTS**

OFFICE USE ONLY

Received by: _____ Date: _____ Paid: _____ Processed by: _____ Date: _____