

VENTURA COLLEGE * TRANSCRIPT REQUEST

Admissions & Records * 4667 Telegraph Rd. * Ventura, CA 93003 * (805) 654-6457

Office Use Only

| | | | | | | |
|-----------------------|----------------|--|--|------------------|--|---------------------------------|
| \$ | Paid | Social Security # _____ | | DOB _____ | Phone # _____ | Dates of Attendance _____ |
| | | Last Name _____ | | First Name _____ | MI _____ | Student's Mailing Address _____ |
| | Date | Prior Name(s) Used _____ | | City _____ | State _____ | Zip Code _____ |
| | | Student must provide exact mailing address – <u>Please print clearly</u> | | | Transcripts Requested: _____ Official _____ Unofficial | |
| Received by | To: _____ | | Mail Processing: Regular <input type="checkbox"/> / Rush <input type="checkbox"/> | | | |
| | Attn: _____ | | <p style="text-align: center;">Student's Special Handling Instructions</p> <p style="text-align: center;">Allow 4-6 weeks after the end of semester for grades to be posted on transcripts</p> <p><input type="checkbox"/> Hold for current semester's grades _____</p> <p><input type="checkbox"/> Hold for IGETC <input type="checkbox"/> Hold for CSU-GE</p> <p style="text-align: center;"><small>NO RUSH SERVICE AVAILABLE FOR SPECIAL HANDLING 3 WEEK PROCESSING TIME on IGETC & G.E. CERTIFICATIONS</small></p> | | | |
| | Address: _____ | | | | | |
| City/State/Zip: _____ | | | | | | |
| Signature _____ | | Date _____ | | | | |

TRANSCRIPT FEES

Regular Processing (2 weeks) = \$3.00 - Rush Processing (over the counter or mailed within 2 working days) = \$5.00