



City *Mesa* *Miramar*

Important Transcript Request Information

Please read the information below before requesting an official transcript.

Cost: The first two transcripts issued to or for you in your lifetime are free. Thereafter, each transcript costs \$5. An additional \$5 fee is charged for “rush” transcripts to be processed within the next working day.

Express Mail (next day service): You must include the amount due for postage (\$16.25) in your check or money order for the transcript. A \$5 rush fee must be included if you want your request processed within 24 hours (if received by 1:30 p.m. Pacific Time).

Priority Mail (2-3 day service): You must include the amount due for postage (\$4.60) in your check or money order for the transcript. This cost is based on residing in the U.S. A \$5 rush fee must be included if you want your request processed within the next working day (if received by 1:30 p.m. Pacific Time).

Authorization: If another person is ordering and/or picking up your transcript, you need to provide a written letter or authorization including your personal information as well as the person’s name who is requesting the transcript on your behalf. A picture ID will be required.

Payment: All fees (transcript and special mailing) must be paid at the time of your request. The SDCCD does not bill for transcript fees. Your request will be returned if no payment is included. Checks and money orders should be payable to “San Diego Community College District.” Do not send cash.

Mail transcript requests to SDCCD, Attn: Transcripts, 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883. If request is a “rush,” please note this on outside of envelope.

Office hours are Monday-Thursday 8 a.m. – 5 p.m.; Friday 8 a.m. – 3 p.m.

Questions? Please call (619) 388-6924 if you have questions.

San Diego Community College District
REQUEST FOR TRANSCRIPT



Courses completed at these colleges will be included on one transcript:
San Diego City College/ECC • San Diego Mesa College • San Diego Miramar College
Transcript Office: 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883

FOR OFFICE USE ONLY
Fee Paid _____
Receipt No. _____

Date _____ Telephone No. () _____ Social Security No. _____

Print YOUR name and address plainly in space below.

Name	_____
Address	_____
City/State/Zip	_____

Birthdate _____

PRINT name used during last attendance

_____ Last name First name

Dates of attendance: _____ to _____

Signature _____

Fold along dotted line

NOTE: Fill out one request form for EACH person, department or institution to whom you are sending your transcript.
First two transcripts ever issued to/for you are free; \$5.00 for each transcript thereafter. See reverse side for Transcript Policy.

This form will be used in a window envelope. Student is responsible for complete address, including Zip code.

Send Transcript to:	_____
Attn:	_____
Address	_____
City/State/Zip	_____

_____ Number of transcripts requested to at left.

ALL requests for transcripts will be processed within 10 working days.

To verify that your grades for the current semester are posted, call the GradesLine at (619) 624-2200 or use E-Grades.