



## 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 of charge. Thereafter, each transcript costs \$5.00. All transcripts will be mailed first class U.S. mail, unless specified otherwise.

**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.

### Additional Charges

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**RUSH Processing:** You may pay an additional \$10.00 for your request to be rushed. Rushed transcripts are processed within 24-48 hours of receipt. The fee is per order, not per transcript. Please write "RUSH" on the outside of your request envelope.

**Priority Mail:** Priority mail from the U.S. Post Office is an expedited service for mail to be sent within 2-3 days. The cost is \$6.65 which must be included with your request. This cost is based on mailing within the United States. A \$10.00 "RUSH" fee must be included if you want your request processed within 24-48 hours.

**Express Mail:** Express mail from the U.S. Post Office is an expedited service for mail to be sent "next day." The cost is \$23.75 which must be included with your request. This cost is based on mailing within the United States. A \$10.00 "RUSH" fee must be included if you want your request processed within 24-48 hours.

### Ordering Information

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Official transcripts can be ordered online, in person, mail or via fax.

**Online:** To request your official transcript via our Online Transcript Request website, visit: <https://studentweb.sdccd.edu/transcript>. Transcripts ordered online will be mailed 1-2 business days.

**Mail transcript request to:** SDCCD, Attn: Transcript Request, 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883. If the request is "RUSH," please note this on the outside of the envelope.

**Fax:** Transcript requests may be faxed to 619-388-6946; however, it will be processed in the order received unless it is a "rush" order. Authorization to charge Visa/MasterCard must be written on the request with your signature along with the credit card number and expiration date. We cannot verify receipt of incoming fax requests due to volume.

**In Person:** Transcripts can be ordered in person at the campus Accounting Office or Admissions Office. You can also order official transcripts at the District Office at 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883. If you need to hand carry your official transcript, then you must order at the District Office.

**Hand carried transcript requests ordered at the District Office are considered "RUSH" orders. An additional \$10.00 "RUSH" fee will be applied due to the special handling required.**

**Authorization:** If another person is ordering and/or picking up your transcript, you need to provide a written letter or complete the authorization form ([http://studentweb.sdccd.edu/docs/student\\_records\\_access\\_form.pdf](http://studentweb.sdccd.edu/docs/student_records_access_form.pdf)), include your personal information as well as the person's name who is requesting the transcript on your behalf. A photo ID will be required.

**District Office hours** are Monday-Thursday 8:00 am – 5:00 pm; Friday 8:00 am – 3:00 pm.

**Questions?** You may send an email to [tinquiry@sdccd.edu](mailto:tinquiry@sdccd.edu) or call 619-388-6924.



# REQUEST FOR TRANSCRIPT

(See reverse side for Transcript Policy)

<b>FOR OFFICE USE ONLY</b>
Fee Paid _____
Receipt No. _____

## STUDENT INFORMATION *(Please Print)*

Full Name \_\_\_\_\_

Name used during last attendance if different from above \_\_\_\_\_

CSID# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Today's Date \_\_\_\_\_ Approximate Dates of Attendance \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Did you attend prior to 1980?  YES  NO

Current address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Student Signature \_\_\_\_\_  
(A computer reproduced signature is NOT ACCEPTABLE)

## COST

The first two transcripts ever issued to/for you (in your lifetime) are free; \$5.00 for each transcript thereafter. Transcripts requests can take up to 10 working days to be processed.

### Additional Charges:

- RUSH Processing -For the same or next working day service there is a \$10.00 RUSH fee
- Priority Mail is available for \$6.65 + \$10.00 RUSH fee, 2-3 days delivery
- Express Mail is available for \$23.75 + \$10.00 RUSH fee, next day delivery

## PAYMENT INFORMATION

Check or Money Order (FOR MAIL OR WALK IN REQUESTS) - Make Payable to: San Diego Community College District

Credit Card (complete fields below) (FOR FAX, MAIL, WALK IN REQUESTS)

Select Credit Card Type:  Visa  MasterCard      AMOUNT: \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month and Year)

Signature of Card Holder \_\_\_\_\_  
Signature authorizes SDCCD to charge credit card for order

## TRANSCRIPT REQUEST INFORMATION

### Send Transcript

To: \_\_\_\_\_

ATTN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

_____ # of transcripts requested to address at left
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CHECK ONE: (If no selection is made, transcript will be sent now)

- Send Transcripts Now
- Hold for Final Grades (transcripts will not be sent until the end of the current semester)

**Please Note: Transcripts sent electronically will include your social security number.**

## **San Diego Community College District TRANSCRIPT POLICY**

Grades and transcripts will be withheld for any college debts from any current or former student.

- A. Requesting final transcripts to show semester grades.
  - Fall & Spring Semester: Transcripts will not be sent until 1 week after the end of the semester for 'Hold for Final Grades' requests.
  - Summer Session: Transcripts will not be sent until the end of the summer when 'Hold for Final Grades' is checked.
  - Online Request: Checking 'Hold for Final Grades' online will HOLD ALL transcript requests until the date specified. You may also refer to e-Grades to verify when grades will be available online.
  - Students should view e-Grades before requesting their transcript to verify that all grades for the current semester are posted.
- B. No partial transcripts will be issued.
- C. Only the specified classes taken at the San Diego Community College District will show on the transcript. Acceptable transfer credits will show as total transfer units only.
- D. The first two transcripts EVER issued to/for you are free. (All previous transcript requests count in this total). After that, transcripts are issued at a cost of \$5.00 per copy, payable in advance.
- E. Transcripts of credit sent from our college to another institution are considered to be official. Transcripts presented by a student are considered to be unofficial unless sealed and noted to be official on the outside of the envelope.