



*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 (\$16.50) 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 (\$4.80) 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. (\_\_\_\_) \_\_\_\_\_

Student ID # \_\_\_\_\_

Print YOUR name and address plainly in space below.

Birthdate \_\_\_\_\_

Name \_\_\_\_\_

PRINT name used during last attendance

Address \_\_\_\_\_

\_\_\_\_\_ Last name First name

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

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.

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

\_\_\_ Number of transcripts requested to address at left.

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

To verify that your grades for the current semester are posted, visit e-grades at <http://studentweb.sdccd.edu>.

Send transcript to: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**IMPORTANT – Students Requesting Transcripts to San Diego State University:** SDSU has requested that we include your social security number on the transcript.  
\_\_\_\_\_ Initial here to authorize release of your SSN to San Diego State University.

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

Grades and transcripts may be withheld for any college debts from any student or former student properly charged.

- A. Final transcripts to show semester grades.
  - 1. Request filed by the last day of the semester or of summer session will be issued within 20 working days of the close of the semester or session.
  - 2. Request filed after the last day of the semester or session will be issued after all requests received in 1 above have been issued.
- B. No partial transcripts will be issued.
- C. Only the work taken at the San Diego Community College District will show on the transcript. Copies of transcripts from other institutions or test scores will not be forwarded.
- 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.