

**IMPERIAL VALLEY COLLEGE**  
**Transcript Request Form**

**Instructions:** Complete and sign this form. Fax, mail or deliver it to the IVC Admissions and Records Office.

**PROCESSING TIME: 3 TO 5 WORKING DAYS**

If you **OWE MONEY** to the College or have a hold on your record, your transcript will not be released until your obligations are met. You may check for holds or money owed by going to <http://www.imperial.edu> and using WebSTAR.

**PRINT CLEARLY – ANSWER ALL QUESTIONS**

**FEE:** The first two copies ever of your transcript are free. All copies after that are **\$4.00 each**. You may pay in person at the Cashier's Office on main campus, or mail a check or money order with this request. You may pay online by credit card by using WebSTAR at [www.imperial.edu](http://www.imperial.edu).

Name \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Last, First, MI Social Security or Student ID # Daytime Phone #

Other names used while attending IVC \_\_\_\_\_ Birthdate \_\_\_\_\_

Current address \_\_\_\_\_  
Street/PO Box City State & Zip Code

E-mail Address \_\_\_\_\_

Number of copies you are requesting \_\_\_\_\_ Did you attend before Fall, 1980?  Yes  No

Year & semester last enrolled: Year \_\_\_\_\_ Semester:  Fall  Winter  Spring  Summer

Will you receive degree or certificate this semester?  Yes  No If yes, send (check 1):

Now  After grades recorded  After grades & degree/certificate is verified & recorded on transcript

If you are transferring to a **CSU, UC, or NAU** to work on your **bachelor's** degree **AND** you have completed all or most of the general education requirements, check the appropriate box below. **DO NOT CHECK either box** if you have completed only a few college courses, the transcript is needed for employment, or for admission to a master's degree, law school, or other post bachelor's program.

CSU Certification – Including SDSU – NOT for Univ. of CA (UC)  IGETC Certification – for UC or NAU

**Check 1:**  Will pick up on main campus  Mail **If mail,** check 1:  Send to you at your address above  Mail to:

1st Copy	2nd Copy if needed (attach sheet if more copies are needed)
Name _____	_____
Office/Department _____	_____
Institution _____	_____
Street _____	_____
City, State, Zip _____	_____

**Student's signature (required)** \_\_\_\_\_ **Date submitted** \_\_\_\_\_

**Mailing Address:** Admissions & Records Office  
Imperial Valley College  
PO Box 158  
Imperial, CA 92251-0158

**Fax #:** 760-355-2663  
**Phone #:** 760-352-8320  
**Office Location:** Administration Bldg.  
380 E. Aten Road, Imperial, CA

Office Use Only: Amt due \$ \_\_\_\_\_  Pd // Hold \_\_\_\_\_  Cleared // Date sent \_\_\_\_\_ By \_\_\_\_\_ (4/09)