

**FOR OFFICE USE ONLY:**

ADSU   
ARAI   
ASPR   
UTEC   
PERC

OTC – Same Day  
 24-Hour Request  
 1<sup>st</sup>  
 2<sup>nd</sup>  
 Other

OWE \$ \_\_\_\_\_  
 CHECK  CREDIT  CASH  M.O.  
 RET'ND FOR \_\_\_\_\_

## TRANSCRIPT REQUEST FORM Columbia College

Complete and sign the form and mail or fax it to us with your payment, if payment is required.  
When the transcript request has been received, please allow 7 to 10 working days for processing.

**Please Note: Request will not be processed without the student's signature on the line below.**

Today's Date: \_\_\_\_\_ Student ID or SSN: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Last) (First) (Middle) Prior Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_  
(Request will not be processed without your signature)

**Check the box if you'd like to pick-up your transcripts**

**SEND TRANSCRIPT TO:** \_\_\_\_\_

Attention: \_\_\_\_\_ **Number of Copies:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Transcript Fees:

- 1) First 2 copies free, lifetime. A \$5.00 fee is required for each additional copy.
- 2) 24-hour rush service requires a \$10 payment in addition to the per copy fee if applicable.
- 3) Immediate over-the-counter service for pick-up is \$20 in addition to the per copy fee, if applicable.

**Priority mailing is not available.**

### Delivery method:

Regular service – 7 to 10 working days:

- SEND**  
 **PICK UP** in the Admissions Office with photo ID (unclaimed transcripts will be shredded after 30 days)

Rush Service:

- 24 hour transcript request** –\$10 payment is required in addition to the per copy fee if applicable.  
This service does not include any form of priority or overnight shipping.  
 **Over-The-Counter transcript request** –\$20 payment is required in addition to the per copy fee, if applicable.

### CHECK APPROPRIATE BOXES

Indicate which certification (if any) you like to have included with your official transcripts?

- General Education Certification – California State University campuses only  
 IGETC Certification - California State University or University of California campuses

### Special Conditions – Leave blank if none apply:

- Hold for final grades – Select Term: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_  
 Hold for Grade Change  
 Hold for posting of degree/certificate of completion

## Payment Information:

Print and include with request **only** if fees owed and paying by credit card. If paying by check, this page is not needed.

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Credit card information will be shredded after payment has been processed.

Credit Card

Visa                       Mastercard                       Discover

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Authorization amount: \$\_\_\_\_\_

**CVC Code (3-digit code on back of credit card):** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Credit Card Authorizing Signature:** \_\_\_\_\_

Billing Address for credit card:

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Mail or Fax to:

**Columbia College**  
**Admissions & Records Office**  
11600 Columbia College Drive  
Sonora CA 95370 – 8582

Telephone: (209) 588-5233

Fax: (209) 588-5337

Email: [hillr@yosemite.edu](mailto:hillr@yosemite.edu)