

# PORTERVILLE COLLEGE

# Transcript Request

DATE OF REQUEST \_\_\_\_\_

**REQUEST FOR TRANSCRIPT - Allow at least five (5) working days for processing. Allow three to six weeks after the end of the semester and during registration periods.**

**NOTE:** *Transcripts are sent upon written release of the student only. A request form must be completed for each transcript desired.*

Name \_\_\_\_\_  
(please print) Last Name First Middle

List other names you have used at PC: \_\_\_\_\_

Student ID Number @ \_\_\_\_\_

Current Address \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Telephone No. \_\_\_\_\_

Please send \_\_\_\_\_ official copy(ies) of Porterville College transcript(s).

\_\_\_\_ **Would you like an electronic transcript sent? See back to select college.**  
A request for electronic transcripts will eliminate their mailing time

**DOES THIS NEED TO BE AN OFFICIAL TRANSCRIPT?**  YES  NO

**Mail to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Student is responsible for complete address)*

Please send, as directed above, my Porterville College transcript.

Student Signature \_\_\_\_\_

**When was your first and last year of attendance at Porterville College?**

First year \_\_\_\_\_ Last year \_\_\_\_\_

**IF CURRENTLY ENROLLED:** *(Check items as per procedure you wish followed)*

- Send transcript now.
- Send after degree is posted
- Transcript to be held until grades are posted for:
  - Fall, 2011
  - Spring 2011
  - Summer, 2011

Transcripts sent to a CSU or UC will also include the General Education Breadth or Intersegmental General Education Transfer Curriculum certifications. Two transcripts are sent to CSU and UC.

- Please check to request pass along certification with final transcripts for your designated transfer CSU or UC institution. All official transcripts from those colleges attended need to be submitted to PC before certified. In addition pass along certifications require:
- PC is the last college attended
  - No certification will be completed for foreign institutions
  - No certification will be completed for out-of-state institutions

**EMERGENCY TRANSCRIPTS: \$8.00** (only as time and personnel are available) During the three weeks of registration, emergencies will be processed only by written verification of a deadline and only as time and personnel are available. Allow at least 5 working days to process.

**TRANSCRIPT CHARGES:** \$4.00 per request. First two (2) requests provided free. \$4.00 for unofficial

**Note:** The college cannot assume responsibility for meeting your deadlines regarding applications, employment, etc. Don't delay requesting your transcript when you need them sent out.

<b>FOR OFFICE USE:</b>	Fee Paid _____
	No Fee Rec'd _____
Date sent _____	by _____

Porterville College, 100 East College Avenue, Porterville, California 93257

Phone 559 791-2220 Fax ( 559 ) 791-2349

**Please check college.**

- American River College
- Bakersfield College
- Butt College
- Cal Poly Pomona
- CSU Bakersfield
- CSU Chico
- CSU Fullerton
- CSU Fullerton
- CSU Long Beach
- CSU Monterey Bay
- CSU Northridge
- CSU Sacramento
- Canada College
- Cerro Coso Community College
- Chaffey College
- College of San Mateo
- College of the Sequoias
- Cosumnes River College
- Crafton Hills College
- Cypress College
- De Anza College
- El Camino College
- Evergreen Valley College
- Folsom Lake College

**Please check college.**

- Fullerton College
- MiraCosta College
- Moorpark College
- National College
- Oxnard College
- Palomar College
- Porterville College
- Riverside Community College
- Sacramento City College
- San Bernardino Valley College
- San Diego State University
- San Francisco State University
- San Jose City College
- San Jose State University
- Santa Rosa Junior College
- Shasta College
- Skyline College
- University of Phoenix
- University of Southern California
- Ventura College