

Admissions & Records
2100 Moorpark Avenue
San Jose, CA 95128-2798

San Jose City College

Tel: (408) 288-3102
Fax: (408) 298-1935

SJCCtranscripts@sjcc.edu

TRANSCRIPT REQUEST FORM

IMPORTANT: Please Print Clearly

Name (Last, First, Middle) _____ SJCC Student ID# OR Social Security # _____

Email address _____ Phone number _____ Date of Birth _____

Other name(s) used on SJCC records: _____

Address: _____
Street Apt. No. City State Zip

Dates of Attendance: _____ to _____
Month/Year Month/Year

Do you have any grades before Fall 1966? Yes _____ No _____

Check All that Apply: **Mail Transcript(s)** and/or **Separate Envelopes**

Mail 1 2 3 4 5 *transcript(s) to:*
(Please Circle)

Mail 1 2 3 4 5 *transcript(s) to:*
(Please Circle)

Pick up Transcript(s)

Special Instructions:

- ___ Rush Order, 24 to 48-hour processing time (**\$10 charge**)
- ___ Send now - do not hold for additional grades/courses
- ___ Send after _____ semester grades are posted
- ___ Send after _____ degree is posted
- ___ Send after grade is changed from _____ to _____ for _____, _____, by _____
Course Sem/Term Instructor

Credit Card Information:

CC Number: _____ Expiration Date: _____ / _____

Signature:

(Required by the Family Education Rights and Privacy Act)

IMPORTANT INFORMATION

First two regular transcript copies are free (except for rush orders).
 Allow 7 to 10 working days for regular processing; 24 to 48-hours for rush processing.
 Transcript will not be processed if you have a hold on your records.
 The transcript includes courses taken at SJCC only. EVC transcripts must be requested separately from EVC.
 Student's signature is required to release transcripts. Requests by persons other than the student must include written authorization from the student.
 SJCC does not duplicate transcripts from other colleges. If needed, request additional transcripts from other colleges separately.
 End-of semester/term transcript requests take 3 to 4 weeks to process after final grades are posted.
 It is the student's responsibility to contact the instructor regarding grade changes.