

## Ordering Transcripts

Transcripts can be ordered in person, by U.S. mail or by fax, but **NOT by E-mail or phone**. We need a SIGNED request for a transcript to be processed. Transcripts include only courses taken at West Valley & Mission College. If you have NEVER ordered transcripts before, the first two transcripts are free when processed in the normal manner (**about 20 working days**). Thereafter, additional transcripts are \$4.00 each. There is a 24 hour Rush service available for \$15.00 for the first transcript and \$5.00 per additional transcript ordered at the same time, whether or not transcripts have been ordered in the past. A rush guarantees the transcript will be processed and sent out from the Records Office (or be ready for pick-up\*) in 24 hours [Monday through Friday]. There is also a Special ONE HOUR In Person Rush Service available for \$20.00 for the first transcript and \$5.00 per additional transcript ordered at the same time.

\*If anyone other than the student is going to pick-up the transcript, they must have written permission from the student with them at the time of pick-up. ID MUST BE SHOWN AT TIME OF PICK UP.

You may print out this form, complete it in BLACK ink, than FAX or U.S. Mail it to us. [NO E-mail]

### Complete ALL of the following areas:

Name: \_\_\_\_\_

Day time Phone: \_\_\_\_\_

Other names you have used: \_\_\_\_\_

Your Current Address:

\_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

or WVC College ID # \_\_\_\_\_

The Approximate year you first attended WVC: \_\_\_\_\_

Is this a One Hour RUSH service order? \_\_\_\_\_ Yes or No [\$20.00 1<sup>st</sup> transcript \$5.00 each add'l transcript]  
**In person pickup only**

Is this a 24 Hour Rush service order? \_\_\_\_\_ Yes or No [\$15.00 1<sup>st</sup> transcript \$5.00 each add'l transcript]

Is this a regular service order? \_\_\_\_\_ Yes or No [\$4.00 per transcript] (**15-20 working days to process**)

GE Certification required? \_\_\_\_\_ Yes or No [\$4.00 per transcript]

Is transcript to be held until current semester grades are posted? \_\_\_\_\_ Yes or No

How many transcripts are wanted? \_\_\_\_\_

Are the transcripts to be? picked up \_\_\_\_\_ Yes or No [Transcripts are **NOT** FAXed]  
or  
mailed out \_\_\_\_\_ Yes or No

Continue to page 2 to complete your request

When ordering by FAX, please include a Visa or MasterCard number and its expiration date.

CC# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

To FAX your request use FAX number: [408] 741-4627

Attn: Records Dept/Transcript Request  
The Records Office's phone number is [408] 741-2034

When ordering transcripts by mail include a check made out to West Valley College

West Valley College, Records Dept/Transcripts, 14000 Fruitvale Ave., Saratoga, CA. 95070

Your Signature: \_\_\_\_\_ Date \_\_\_\_\_

**You must download additional forms for multiple addresses.**

If mailed, give the COMPLETE address where transcript is to be mailed.

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Send Transcript To: **(Must be legible for window envelope)**

Name: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_