West Valley College
Transcript Order Form

- Transcripts can be ordered by Fax, Mail or in-person at the WVC Admissions & Records Office. **Sorry, no phone orders.**
- Transcripts include all courses taken at West Valley & Mission Colleges.
- The order form must be SIGNED to process your request.
- Identification is required at the time of pick-up.
- If anyone other than the student will be picking up the transcript, written permission is required from the student (signed and dated).
- A rush order guarantees the transcript will be **processed and mailed** (during business hours) in the time requested. **NOTE: It does not guarantee the transcript will arrive in the time requested.**

Complete ALL of the following areas:

Approximate year of attendance: _____________________
WVC College ID # or Social Security Number: _____________________ Birth Date: _____________________
Name: ____________________________
Other names you have used: ________________________
Email Address: ____________________________
Daytime Phone: ________________________
Your Current Address: ____________________________
City: ____________________________ State: ___ ZIP: ____

Complete your request.

_____ One Hour RUSH Order - $20.00 for the first transcript and $5.00 for each additional (available in-person only)
  Qty.

_____ 24 Hour Rush Order - $15.00 for the first transcript and $5.00 for each additional
  Qty.

_____ Regular Order - (5-10 business days to process) - $6.00 per transcript
  Note: Your first two are free - Regular Service ONLY
  Qty.

_____ Hold transcript until current semester grades are posted
  YES

_____ OR _____ Certifications - needed only if requested by the school to which you are transferring
  (1 Hour rush not available)
  GE IGETC
  Certifications are only processed with transcript requests.
  Note: Additional $4.00 fee per transcript for 24hr rush orders.

_____ OR _____ Method of delivery
  Mail
  Pick-up
Payment Methods: Cash (in-person only), Check (personal / cashier’s) or Credit Card (VISA / Master Card)

Mail Order: Make check payable to – West Valley College or submit your credit card information below.

Faxed order: Visa or Master Card number, expiration date, and 3-digit CSC Code.

  CC # ________________________________
  Expiration Date _________________
  CSC # _______________

Signature_____________________________ Today’s Date________________________

Submit an address for each transcript ordered.

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

  Name: _____________________________________________________________
  Address: ___________________________________________________________
  City, State, Zip: _____________________________________________________

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

  Name: _____________________________________________________________
  Address: ___________________________________________________________
  City, State, Zip: _____________________________________________________