

Miracosta College
Admissions and Records

Request for Official Transcript

Last Name First MI Other possible name used while at MCC

Resident Address City State Zip

Social Security# Student ID# Birth Date Contact Phone#

Enrolled Now? Yes No First Sem/Yr Attended _____ Last Sem/Yr Attended _____

I, as a current or former student of MiraCosta College, by my signature authorize the Registrar's office to process this request. I understand the first two transcripts ever requested are free; thereafter, \$5.00 per copy is payable at the time of request with any and all financial obligations being satisfied prior to processing. Should I choose to provide payment by Master/VISA credit card, I will take full responsibility for fees if card is declined.

Check Cashier's Check Money Order

Visa MasterCard _____ Exp Date _____

Student Signature Authorizing Charge to Credit Card Above Date

Student Signature Authorizing Release of Official Sealed Transcript /Date of Request

Please Note: Use separate form for each additional destination address.

Total number of copies for this order _____

If requesting multiple copies, would you like them placed in one envelope? Yes No

Please **choose one option below** for obtaining Official Transcript (s):

Will present a picture ID for a personal pick up on _____ at either the
_____ Oceanside Campus or _____ San Elijo Campus

Please mail Official Transcript (s) to:

Mail or Fax Request to:
MiraCosta College
One Barnard Drive
Attn: Transcript Desk/Sta 10A
Oceanside, CA 92056
Fax: (760) 795-6626

Complete and check where applicable:

- Send **AFTER** (check all that apply below) **OR** Send **NOW**
- Current grades are posted
- Grade change is posted for: Course _____ Semester _____ Year _____
- Course Repeat is updated in: Course _____ Semester _____ Year _____
- Petition for Degree or Certificate is posted American Institution is evaluated
- CSU General Education Certification is evaluated IGETC certification is evaluated

Note: Student must list other college and/or high school transcripts, and AP/IB scores that are currently on file with our Counseling department that should be considered for CSU/GE, IGETC, or American Institution here:

For Office Use Only
Amt Due _____ by _____ Paid _____ by _____ Sent _____ by _____

MiraCosta College
Office of Admissions and Records
Request for Official Transcript Procedures

1. In order to request a transcript, **we MUST have an authorization with the student's signature**. All college credit taken at MiraCosta College will be reflected on the transcript, as partial transcripts are not issued. Any work in progress will also be reflected on the transcript. If this is your first semester at MiraCosta, you will not have a transcript of your grades until approximately four weeks after the end of the semester.
2. Transcripts will be mailed, or may be picked up in person (with a picture ID). Any transcripts left over 60 days will be destroyed. First two copies EVER requested are free; thereafter, fee is \$5.00 each, payable in advance.
3. Transcripts are processed by the Admissions and Records staff at the Oceanside campus. Allow 5-7 days processing time. Allow additional time at the end of the semester.
4. If you would like current semester grades on the transcript, your request should be submitted within the last 4 weeks of the semester. Allow at least 4 weeks for grade posting, and another 2 to 3 weeks for transcript processing. Requests received after grade posting will be processed after those submitted earlier.
5. Special requests should be noted on the transcript request. Indicate any of the following: General Education Certification, IGETC Certification, American Institutions posted, repeat courses, or any grade changes.
6. You must complete the entire Transcript Request form.