

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 1st transcript \$5.00 each add'l transcript]

In person pickup only

Is this a 24 Hour Rush service order? _____ Yes or No [\$15.00 1st 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

Fax: please include a Visa or MasterCard number, expiration date, and 3-digit CVC Code.

CC# _____ Expiration Date: _____ CVC _____.

FAX completed form to: (408) 741-4627

The Records Office's phone number is [408] 741-2034 When ordering transcripts by mail include a check made out to West Valley College or Credit Card information.

Mail completed form to: West Valley College, Records Dept/Transcripts, 14000 Fruitvale Ave., Saratoga, CA. 95070.

Your Signature: _____

Today's Date _____

You must print additional forms for multiple addresses.

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

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

Name: _____

Address: _____

City, State, Zip _____