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: _______________________________________________________

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 Qty. (available in-person only)

_____ 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 Qty.

Note: Your first two are free - Regular Service ONLY

_____ Hold transcript until current semester grades are posted

YES

_____ OR _____ Certifications - needed only if requested by the school to which you are transferring

GE IGETC (1 Hour rush not available)

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

West Valley College   14000 Fruitvale Ave   Saratoga, CA  95070                            2/2014
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: ___________________________________