



OFFICIAL TRANSCRIPT REQUEST

1. Fill out this Official Transcript Request form
2. If you are paying for the transcript request, please go to Business Office on second floor of the Student Services Bldg to pay. Business Office accepts payments in cash. They can also add the charge to your student account so you can pay in the online student portal with a credit card. All students receive their first two regular transcripts for free in their lifetime. Regular transcripts are 10 business days.
3. Return to Admissions Office with the form, proof of payment, and photo ID card.
4. Take a ticket number for Admissions Office and wait to be called to the window.
5. Please note: you may also order transcripts online and pay with a credit card at www.studentclearinghouse.org. We also accept requests by mail.

Last Name	First Name	Middle Name
Student ID Number OR Social Security Number:	Date of Birth:	Approximate Dates of Attendance:
Current Address (Number, Street, City, State, Zip):		Any other name used:
Current Phone Number:	Current Email:	

In accordance with the Federal Educational Rights and Privacy Act of 1974, student's signature and written authorization is required to release any information. Photo identification is required for all transcript requests.

Sign Here X

Date Here X

Regular Processing - \$3.00 per transcript X _____ = \$_____ Mailed out within 7 to 10 business days. All students receive their first two regular transcripts for free in their lifetime. Pick up service not available.

Rush Processing - \$10.00 per transcript X _____ = \$_____ Mailed out within 1 to 2 business days or pick up in person on the spot.

Make all checks or money orders payable to Los Angeles City College.
Mail all requests to Los Angeles City College Transcript Unit, 855 N Vermont Ave, Los Angeles, CA 90029

Please hold my request for the following purpose.

I understand this may delay the processing of my request:

- | | |
|--|---|
| <input type="checkbox"/> Hold for CSU Certification (Complete both sides) | <input type="checkbox"/> Hold for final grades: _____ |
| <input type="checkbox"/> Hold for IGETC Certification (Complete both sides) | <input type="checkbox"/> Hold for Incomplete/Grade Change/Auto Repeat in:
Course: _____ Grade: _____ Sem/Yr: _____ |
| <input type="checkbox"/> Hold until degree is recorded at the end of the semester | <input type="checkbox"/> Hold for Academic Renewal in _____ |

Please **print** all information below. Student is responsible for correct address. Separate form is required for each address.

MAIL TRANSCRIPTS TO:

Attention _____

Street Address _____

City _____ State _____ Zip _____

OFFICE USE ONLY

Dear Student: Your request is being returned for a fee payment of \$ _____.	Transcripts Processed by: _____	Transcripts Picked Up by: _____
	Date: _____	Signature: _____
	No. of Transcripts: _____	Date: _____
Please return your check or money order along with this form to our office.	Clerk's Signature: _____	

COMPLETE ONLY IF YOU ARE REQUESTING CERTIFICATION

Requirements are periodically revised. Before submitting a petition, students planning to transfer should consult with a counselor concerning the general education requirements.

CSU - General Education Certification to the California State Universities and Colleges

Under agreement with the California State University system, *Los Angeles City College* can certify up to 39 units toward the general education requirements for the Baccalaureate degree at any one of the campuses of the State University system. Under this certification process, the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them.

IGETC - Intersegmental General Education Transfer Curriculum for UC and/or CSU

Los Angeles City College will certify IGETC to verify you have completed all requirements. Courses used for IGETC certification must be passed with a minimum grade of "C" (C minus is not acceptable). A "Credit" or "Pass" is acceptable only if it is equivalent to a grade of "C" or higher according to the transcript or catalog of the community college where the course was taken.

AP Credit - Requirements met through the Advanced Placement Examination must have a minimum score of 3. All credit will be issued pursuant to the LACCD Administrative Regulation E-110. An official copy of the test results must be sent from the College Board to the Admissions Office.

I am requesting certification for: (please check one)

CSU- CSU applicable only: 39 unit general education certification

IGETC – UC & CSU applicable: Intersegmental General Education Transfer Curriculum

OFFICIAL TRANSCRIPTS FROM OTHER SCHOOLS: Courses from other California Community Colleges may be used toward certification for IGETC and CSU Certification under "pass along" policy. Official transcripts must be mailed directly to the Los Angeles City College Admissions Office by the college or university. Hand delivered transcripts and/or transcripts issued to student **WILL NOT** be accepted.

Have you attended other Universities or Colleges?

YES NO

If yes, please list **ALL** colleges attended including other colleges in the Los Angeles Community College District: _____

Send completed Certification to the following universities: _____

Last semester attended at LACC: _____

Los Angeles City College
Admissions & Records Office
855 N. Vermont Ave.
Los Angeles CA 90029
Phone: (323) 953-4000, ext. 2104
Email: admissions@lacitycollege.edu