



OFFICIAL TRANSCRIPT ORDER FORM

MISSION COLLEGE - Office of Admissions & Records
3000 Mission College Blvd., Santa Clara, CA 95054-1897 Fax: (408) 980-8980
e-mail: askmc@wvm.edu

OFFICE USE ONLY

Account Verified: _____ Amount Paid: _____ Date: _____

Received By: _____ Processed By: _____ Date Processed: _____

1.) Student ID: _____

2.) Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Birthdate: _____ Phone: (_____) _____

3.) **Standard Mail** (5 - 10 business days) The first two are free. \$6.00 for each additional copy.

Mail to:

Name: _____

Department: _____

Address: _____

RUSH \$20.00 (immediate processing)

4.) I certify that I am the above named person and understand the transcript ordering policies.*

Signature: _____ Date _____

(Your signature is REQUIRED by Family Educational Rights and Privacy Act, 1974)

5.) Indicate number of transcript requests _____ (Each transcript is individually sealed)

6.) Have you previously ordered two or more transcripts?

Yes No (First 2 standard transcripts are free, any additional copy is \$6)

7.) Special Holds

Hold for current semester's grades. Sem _____ Year _____

Hold for degree/certificate to be posted. Sem _____ Year _____

8.) Payment Methods

CASH (in person Only) CHECK # _____

Credit Card Type: Visa MasterCard

Card Holder Name: _____

Credit Card Number: _____

Expiration Date: _____ CVC Code (3 digit on back of card): _____

POLICIES AND PROCEDURES FOR ORDERING TRANSCRIPTS

1.) Transcripts can be ordered by Fax, Mail or in-person at the Admissions & Records Office. Requests by email must include a scanned signed form to be processed. No phone orders.

2.) The West Valley Mission Community College District produces a district transcript combining records from both Mission College and West Valley College. Note: All student records prior to Fall 1976 can only be requested through West Valley College.

3.) Photo Identification is required at the time of request.

4.) A RUSH Transcript guarantees the transcript will be processed during business hours and can **ONLY** be requested by and returned to the student.

5.) Transcripts are not issued unless ALL outstanding obligations to Mission College are met.

6.) *Students may not obtain copies of transcripts from other schools/colleges through Mission. You must request a copy from that school/college.*

7.) *Transcript requests are processed and mailed within the time frame requested. NOTE: It does not guarantee the transcript will arrive in time. Lost transcripts may result in having to request and pay for additional transcripts.*

8.) **In accordance with the Federal Education Rights and Privacy Act of 1974, student written authorization is REQUIRED to release ANY information, no matter what the students AGE.*