

Student Name: _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 100px;">First</small> <small style="margin-left: 100px;">Middle</small> Current Address: _____ City: _____ State: _____ Zip Code: _____	Phone: _____ Email: _____ <hr/> No. of copies Rush ___ x \$10 = \$ _____ Regular ___ x \$ 5 = \$ _____ Free ___ <hr/> Total: \$ _____ <hr/> I will pick up transcript _____ Have transcript mailed _____ <hr/> Hold transcript until: ___ Current grades posted ___ Degree/Certificate posted ___ IGETC posted <hr/> Date: _____ <hr/> Signature: _____	Office use only By: _____ Fees paid: \$ _____ Fees owed: \$ _____ Fees waived: _____ Return check: _____ Attachment: _____ HOLD(s): _____ Transcript Issued _____
Student ID or SSN: _____ Birthdate: ____/____/____ <small style="margin-left: 100px;">mo</small> <small style="margin-left: 100px;">day</small> <small style="margin-left: 100px;">yr</small> Name while attending: (if different from above) _____ Did you attend CCSF prior to 1983? _____ Are you currently enrolled? _____ Is this your 1 st semester at CCSF? _____		
Send Transcript To: (Please print or type) School or Name: _____ _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____		

Return completed form to: CCSF - Registration Center., 50 Phelan Ave., SH118, San Francisco, Ca 94112 Tel: 415-239-3838 Fax: 415-239-3836

TRANSCRIPT POLICY

1. **Regular** service is \$5 ea. First two transcripts ever requested are free of charge.
 It takes about 2 to 3 weeks to process; and 3 to 4 weeks during **peak periods** – Jan., Feb., June, July, & Aug..
Rush service is \$10 ea, applies to records 1983 or after. It takes about 3 to 5 working days. No free transcript for Rush service.
2. You must mail or fax your request with payment (**no cash**). Make check payable to City College of San Francisco to the following address:

City College of San Francisco Registration Center 50 Phelan Ave. SH118 San Francisco, Ca 94112 Fax: 415-239-3836	Pay In Person: go to Registration Center Smith Hall 118 Mon -Thur 8 - 5PM, Fri 8 - 2PM	Pick Up Transcript: go to Transcript Dept. Conlan Hall, E107 Mon - Thur 8 - 5 PM, Fri. 8 - 2PM
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3. **Free Unofficial transcript**, go to <http://www.ccsf.edu>, and click the link Admissions/Registration, then click Online Registration to log in.
4. **HOLDS** and or obligations must be cleared with the proper office before a transcript can be issued.
5. **IGETC** with transcript request: student must see a counselor and complete all preliminary paperwork before requesting IGETC. No Rush service.
6. Only Credit courses taken at CCSF will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded.
7. CCSF transcripts do not show courses in progress or midterm grades.
8. **Requests for current semester grades to be included in the transcript**, submit your Transcript Request **not** earlier than:
May 8th for Spring; **July 15th** for Summer; and **Dec. 8th** for Fall semester.
9. Transcript requests to be picked up by a third party must be accompanied by a written consent.