



NONCREDIT RECORD REQUEST FORM

READ CAREFULLY

- **Submit completed forms with a Government Issued Photo ID** to the Noncredit Admissions & Records Office
- Please allow two weeks for a record to be sent by mail. (Requests made in person at Ocean Campus are typically available for same-day printing)
- Only Noncredit courses taken at CCSF will appear on records
- Transcripts do not include courses in progress
- Records do not include attendance hours for classes with census-based attendance (most online classes)
- It is the responsibility of the student to inform the Noncredit Admissions & Records Office of any corrections. Records needing correction will require a longer processing time.
- Records **prior to Fall 1984** require at least 6 to 8 weeks processing time.

Noncredit Admissions & Records

City College of San Francisco
 50 Frida Kahlo Way, MUB 150
 San Francisco, CA 94112
 Phone: (415) 452-7400
 Fax: (415) 452-5149
 Email: nc_admit@ccsf.edu

RECORD REQUEST INFORMATION

Type of Request:
(Choose ONE)

Official Transcript

Enrollment Verification -> Semester:

Check here to receive your Enrollment Verification by email

Delivery Method:

Quantity

Mail to: Name:

Address:

City, State, Zip:

Please attach a mailing list for additional addresses

Quantity

In person pick-up

STUDENT INFORMATION

SSN or CCSF ID:

Date of Birth:

Name: Last

First

Middle

Previous Name(s):

Address: Number and Street

Apartment

City

State

Zip

Email:

Phone Number: ()

NOTES:

Signature

Date:

OFFICE USE ONLY:

Processed by:

Date: